



**Independent, Co-educational, Day and Boarding
Preparatory School**

**Behavioural Management Policy
(SJ404)**

Registered Charity No: 1086829

Date of Issue: October 15
Review Date: August 19
Owner: Deputy Headmaster

DEAN CLOSE ST JOHN'S PREPARATORY SCHOOL

BEHAVIOURAL MANAGEMENT POLICY

INTRODUCTION

Statement of aims and objectives

At Dean Close St. John's, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

Dean Close St. John's prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of pupils and prospective pupils on our website and on request or on request and for perusal in the school office during the school day. It is also available and known to staff and boarders, including junior and recently appointed staff.

All staff and pupils at Dean Close St John's School have a responsibility to promote a positive behaviour culture. Staff should endeavour to embed positive behaviour in all aspects of school life and should be fully aware of relevant procedures. All members of the school community, including volunteers have a corporate responsibility to report behaviour incidents and follow school procedures.

Also see the Boarding Policy which sets out rewards and sanctions for the boarding house.

Aims

- To develop a whole school behaviour policy supported and followed by the whole school community, parents, teachers, children and governors, based on a sense of community and shared values
- By applying positive policies to create a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment.
- To teach through PSHE and throughout the school curriculum, positive values and attitudes as well as knowledge and skills. (This will promote responsible behaviour,

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encourage self-discipline and encourage in children a respect for themselves, for other people and for property).

- To encourage the link between home and school on what constitutes acceptable behavioural standards. This is crucial to the success of the school in its approach to discipline.
- To encourage good behaviour rather than simply to punish bad behaviour by providing a range of rewards for children of all ages and abilities.
- To make clear to children the distinction between minor and more serious misbehaviour and the range of sanctions that will follow.
- To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.

School Rules (St John's Way)

The one rule for all at St John's is to try to follow our St John's Way, a simple code of conduct which we hope covers everything we stand for.

The St John's Way is:

- We move around the school safely and smartly
- We will be honest
- We will be respectful
- We will be polite at all times
- We treat others as we would like to be treated
- We strive to be our best selves

The St John's Way has been formulated with the safety and well-being of the children in mind, and to enable the school to function efficiently as a place of learning.

Reward Scheme (Academic)

Achievements Awards (AAs)

A major aim of the school policy is to encourage children to practise good behaviour by operating a system of praise and reward.

In The Prep School, the academic scheme is based on Achievement Awards (AAs), where children are rewarded for academic achievement for the individual in class and prep work. Achievement Award certificates and badges are awarded in assembly when the children get to a milestone.

- 25 – Bronze Badge and Certificate
- 50 – Silver Badge and Certificate
- 75 – Gold Badge and Certificate
- 100 – Platinum Badge and Certificate

The children are divided into houses. Each house's AA totals and tokens are counted up at the end of each academic year which contributes to the house competition. A record of AA awards is kept by all Form Tutors and discussed at staff meetings. A visual board of tokens allows the children to see how the house is performing. We hope that children will encourage members of their house to try their best in every aspect of school life.

Reward Scheme (Pastoral)

St John's Credits - Is a school reward system.

The rewards system is designed to motivate students by recognising the great things they do. Students are awarded credits by a teacher for following the St John's Way. These are recorded on the pupil's individual St John's credit cards. This allows the pupil's to accumulate points over time, which they can then exchange for prizes that are at different values.

Pupils may bank their credits at the St John's Bank. This will be open on a Tuesday and a Thursday from 10.30am – 10.50am in the Branch.

Pupils at any point can take their credits from the bank and exchange for a prize.

Every half term, all pupils' credits will be placed on the online ISAMS system by either the Pastoral Lead or Deputy Head.

Further Rewards

- Every member of staff gives verbal or written praise as often as possible.
- Children are encouraged to celebrate their achievements in and out of school in assemblies.
- Positive communication to home from members of staff
- Captain's Table – pupils are nominated by members of staff for constantly following the St John's Way. One pupil per year group is invited to attend a special lunch hosted by the Domestic Bursar. This is once every half term.
- Certificates for behaviour – presented in prize assemblies

GENERAL BEHAVIOUR and STANDARDS

A Summary of key school codes of conduct which the children should follow are listed below:

- When travelling to and from School and when participating in any activity away from School, children are expected to behave courteously and in such a way as to bring credit to themselves and the School
- Respect of others and the property of others is of paramount importance within the community
- A very serious view is taken of deliberate damage to either School property or the personal property of others
- No pupil, except through illness, may be absent from a lesson or a School function without the permission of the Head, Deputy Head or the House Parents.
- School uniform should be worn when attending School or School functions unless an explicit exception has been made by a member of staff. Blazers must be worn to school at all times. When casuals are worn, they must be smart and certainly not torn or dirty
- Children's hair should be clean and tidy. Boys' hair should be cut short in an orthodox manner, and girls with long hair should wear it in a pony-tail, Alice Band or other suitable arrangement. Hair bands should be black or blue only
- Pupils should show respect by standing when a teacher or another adult enters the classroom
- Should never carry knives, fireworks or any other dangerous weapons
- All pupils will attend assembly

- Day children should not bring toys or expensive possessions into School or wear jewellery. Where it is necessary (as in the case of a watch) these should be clearly marked. Lending or borrowing money, buying and selling or exchanging personal possessions is forbidden
- Day pupils may cycle to School, but may only do so only after a letter granting their parents' permission has been sent to the Headmaster. Helmets are advised. Boarders may bring bicycles to School but may not use them outside or inside the School grounds without a member of the boarding duty staff being present or giving permission
- All items of clothing must conform to the School regulations. All items of clothing will be clearly marked with name tapes or where this is not practical, by use of permanent markers
- The School boundary can be taken as the School walls
- Children should be outside the building at all times during breaks unless the member of staff on duty declares it a "wet" break
- Trainers are to be worn outside
- No pupil may leave the premises to go to the local shop. Permission may be given to the Boarders on occasion by the house parents or house duty staff

Discipline and Sanctions

Most children respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their work, and where necessary, their behaviour.

Whilst trying to create a positive atmosphere to the business of school life it is recognised that staff need guidelines as to what school policy is when it comes to operating sanctions on pupils.

All sanctions should be proportional in the circumstances of the case. In assessing the proportionate nature of the case, the teacher should give regard to the offence committed, the age and gender of the pupil, any religious requirements affecting the pupil and special educational need or disability that they may have.

Sadly, there will be times when children are poorly behaved. Children need to discover where the bounds of acceptable behaviour lie, as this is part of growing up.

General

It is the responsibility of all staff at all times to ensure that members of the school behave properly. Staff should deal with minor breaches of discipline themselves, but in the case of more serious matters or repeated offences the pupil should be reported to his or her Form Tutor/Pastoral Lead/Deputy Headmaster.

Staff should at all times ensure that pupils display good manners and should correct pupils who are noisy or behave without due respect for others and follow the St John's Way.

Sanctions

Discipline Chain

If a pupil breaks the school's guidelines of care, consideration and hard work (St John's Way) then they must expect to be corrected or sanctioned as follows:

1. **Informal:** Member of staff deals with the issue.
2. **Yellow Ticket:** Teacher issues the yellow ticket detention.
 - Teacher informs pupil that they have received a yellow ticket detention.
 - This detention will be run in M1 on a Tuesday or a Thursday (10.30am – 10.50am).
 - These detentions will be run by a member of the duty staff.
 - The teacher that has given the yellow ticket must write the pupils name with the reason why they have been given the detention on the relevant form which will be on the staff notice board. They also must write down what work is to be set for the detention.
 - The staff member on the duty must take the register. Once they have instructed pupils on what to do, they must put a yellow sticker in the pupil's homework diary and write the reason for the detention.
 - Deadline for yellow tickets – Tuesday (Monday 6.00pm)
Thursday (Wednesday 6.00pm)
 - Pastoral Lead or Deputy Head to email form tutors list of detentions on the morning of the detention (by 8.00am).

- Communication from form tutor to home required if **three** yellow tickets are obtained in a term.
- Multiple yellow tickets cannot be upgraded to orange.
- If a pupil receives three yellow tickets in a term, the Pastoral Lead must be informed.

3. Orange Ticket: Pastoral Lead issues the orange ticket detention

- Teacher informs Pastoral Lead of incident
- Pastoral Lead decides suitable ticket sanction and informs child
- If orange ticket is issued, Pastoral Lead to communicate with form tutors and home.
- This detention will be run on a Friday in M1 from 1.00pm – 1.30pm
- These detentions will be run by the Pastoral Lead
- Pastoral Lead to input orange tickets onto ISAMS
- Deadline for orange tickets is Wednesday 6.00pm
- Multiple orange tickets cannot be upgraded to red
- If a pupil receives three orange tickets in a term, the Deputy Head must be informed

4: Red Ticket - Deputy Head issues the red ticket detention

- Pastoral Lead informs Deputy Head of incident
- Deputy Head decides suitable ticket sanction
- If red ticket issued, Deputy Head to communicate with form tutors and home.
- This detention will be run on a Friday in M1 from 4.45pm – 5.30pm

- These detentions will be run by the Deputy Head
- Deputy Head to input red tickets onto ISAMS
- Deadline for red tickets is Wednesday 6.00pm

5. The **Final Stage** is for matters to be brought officially to the attention of the Head.

Examples of Behaviour Issues

Informal

- Staff to use a step system.

A step system involves an escalation of punitive responses such as giving a warning, in class time out, out-of- class time-out. Educators use step systems in an attempt to be logical and fair or to support pupils to make good choices. A warning must be given to allow the pupil a chance to improve his/her behaviour. The pupil must also understand why they have been given a warning, asking them 'do you know why you have been given a warning?' is sensible.

- Staff to manage the low level behaviour

Yellow Tickets

Reaching the top of the step system

Rudeness and/or unkindness to other children

Missed prep

No games kit (including trainers) or school equipment after warning from previous lesson

Orange Tickets

Disrespectful to staff

Repeated rudeness and/or unkindness to other children

Incidents that can be construed as bullying

Swearing or inappropriate language

Lying

Red Tickets

Clear bullying issues

Fighting

Swearing or inappropriate language

Stealing

Inappropriate use of mobile phones or internet enabled devices

Vandalism

Lying

Intervention

If a child violently attacks another child or adult and does not respond to requests to calm down then physical restraint may be necessary.

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

- In a school, force is used for two main purposes – to control pupils or to restrain them.
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

Please refer to the Guidance on the Use of Force to control or restrain pupils.

The child should be removed from the situation as soon as possible and taken to a member of the Senior Management Team who will take immediate action to involve the parents.

An incident form should be filled in and the situation discussed with the Head.

If necessary, the Head or Senior member of the teaching staff will work with members of staff and parents to devise an action plan to meet that child's needs. This may include the involvement of other agencies – social services, psychological service etc.

Behaviour issues and child protection

In assessing cases of poor behaviour, consideration should be given as to whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. In addition, consideration should be given as to whether poor behaviour could be the result of un-met special educational need or disability. Where these might be the case, the appropriate policy should be followed.

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SCREENING, SEARCHING PUPILS AND CONFISCATING THEIR BELONGINGS

The Education Act of 2011 has increased the authority of teachers in schools to discipline pupils and ensure good behaviour. The Act allows for wider powers to search pupils for any banned/restricted item(s) under the school rules as well as a relaxation of the conditions of the search.

Should a member of staff suspect that a pupil is in possession of a restricted item(see guidance notes below) they should inform the Deputy Headmaster who will conduct a search, unless the child is on an off- site visit, in which case the member of staff should conduct the search in line with the advice below.

The policy for 'Screening, searching and confiscating needs to be overtly published to parents.

What must be done to carry out a legal search

1. Inform the pupil of your suspicion and why a search will be carried out.
2. Ensure that the search is only carried out with two members of staff present – gender may be a consideration here.
3. Ensure the search is carried out in such a way as to not be demeaning to the pupil and certainly away from public gaze where possible.
4. Intimate searches are not permitted and in a case where there is reasonable suspicion that an individual is secreting a prohibited article the police should be contacted for advice.
5. Inform the parents that their child has been searched and why as soon as practicable.
6. Keep a log of events that should be passed to the Deputy Headmaster and in the case of a boarder, the Head of Boarding.
7. A log of all screenings and searches must be maintained by the Deputy Headmaster.

Guidance notes:

Reasonable suspicion can be overhearing a conversation between pupils and does not have to be concrete evidence.

Only the Head, Deputy Headmaster, Head of Boarding and Housemasters/Mistresses should conduct searches unless on an off-site visit or where speed is of the essence or where there is a reasonable suspicion that a prohibited item will be passed on to another pupil or otherwise disposed of.

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