



BEVENDEAN DISCIPLINARY PROCEDURES

Mrs Ruth Samson, Head of Pre-Prep, is responsible for behaviour management in the Pre-Prep.

Circle Time plays a major part in the life of Pre-Prep children and the six Golden Rules form the firm foundation of our Pre-Prep behaviour policy.

The Golden Rules are:-

- | | | |
|------------------------|---|--|
| Do be gentle | - | Do not hurt anybody |
| Do be kind and helpful | - | Do not hurt people's feelings |
| Do be honest | - | Do not cover up the truth |
| Do listen to people | - | Do not interrupt |
| Do work hard | - | Do not waste your or other people's time |
| Do look after property | - | Do not waste or damage things |

With very young children, disciplining after a misdemeanour has to be immediate and administered, on the majority of occasions, by the form teacher. Behaviour patterns are very much in the formative stage, therefore, unless there are elements of danger or insolence, discussing the positive and negative aspects of an action should be the first port of call. Should another child be hurt, accidentally or otherwise, an apology must be procured. Time-out and observing good behaviour are both additional strategies which can be utilised.

Some examples of unacceptable behaviour at this age are:-

- | | |
|--|---------------------------------|
| Hitting | Punching |
| Scratching | Swearing |
| Kicking | Spitting |
| Biting | Ignoring the requests of adults |
| Lack of respect for property | Stealing |
| Stabbing (with school equipment, causing injury) | Cutting with scissors |
| Running in school (apart from playtime) | Answering back |
| Name calling | Rudeness |
| Rough playground behaviour | Wilful damage |
| Bullying, ganging up, exclusion tactics | |

Should any of the above occur frequently the parent and Head of Year must be informed and a file note completed and sent to the Head of Pre-Prep.

Action

- An issue should be initially dealt with by the form teacher. Professional judgment should be made by the teacher about the type of reprimand e.g: time out, clear up damage, public apology, deprivation of special rewards etc.
- If persistent, the Head of Year and/or Head of Pre-Prep should be informed and a file note completed. If deemed appropriate the teacher should take the child to the Head of Early Years or Head of Pre-Prep so that a further stern warning can be administered.
- Should poor behaviour continue the Head of Pre-Prep will request an appointment with the parents.

All Year Groups

Heads of Year must ensure that continuity, fairness and standardised levels of discipline exist throughout their year groups.

File notes must be submitted to the Head of Pre-Prep on incidents which are reported to parents, within 24 hours.

We use the Sun, Cloud, Rainbow system of discipline at Bevendean. The rays of the sun are yellow clothes pegs and each peg represents a child in the class. Children start on the sun at the beginning of every day. If a child breaks a rule and then fails to respond after the second warning, the child must then move their peg to the unhappy cloud/sun. The child should then be encouraged to follow the Golden Rules, so that he/she can place his/her peg back on the sun. If the child chooses to break the same or another rule while his/her peg is on the unhappy cloud/sun, he/she will have to move their peg to the sad cloud. Children who commit zero tolerance offences (biting, spitting, hitting) are moved straight from the sun to the unhappy cloud, their parents are notified and they miss a proportion of their Golden time.

Transition – If a child finds themselves on the unhappy cloud they receive three minutes time out immediately.

Reception – If a child finds themselves on the unhappy cloud they receive an immediate reprimand and time out. They lose one minute of Golden time on Friday.

Year 1 – If a child finds themselves on the unhappy cloud they lose three minutes of Golden time.

R Samson

Date of Policy: 14/02/2018

Date of Policy renewal: 14/02/2019