



ST LAWRENCE COLLEGE JUNIOR SCHOOL

GOOD BEHAVIOUR POLICY
(INCLUDING DISCIPLINE & EXCLUSIONS)

This policy is applicable to Junior School Pupils, including those in EYFS

INTRODUCTION

St Lawrence College Junior School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of extra-curricular activities.

We are an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual, aiming to develop the whole person equipped to take his/her place in the modern world.

A happy school - like any family - needs to give to each member a sense of security and care. We aim to achieve this within a close community with clearly-understood boundaries. The partnership between home and school is crucial. By working closely together, so much can be achieved for the good of the child.

At the end of this policy you will find an annex that relates directly to changes implemented as a direct consequence of the Coronavirus (COVID-19).

CODE OF CONDUCT

Our school community of Governors, staff, parents and pupils adheres to a code of conduct, rather than to prescriptive lists of rules. We see education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and 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. Our School Anti-bullying policy includes how we would deal with cyberbullying and poor behaviour online would be dealt with as per the sanctions detailed in this policy.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They are taught to follow a set of School Rules (see page 2).

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated, as clearly explained in our Anti-Bullying Policy. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or disability. We will take into account a pupils SEND when deciding on rewards and sanctions.

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 policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at SLCJS 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/dress and appearance, standards of academic work, extra-curricular activities and homework.

We will always telephone the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

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, e.g. via the School Council, S.H.E.E.P (Social, Health, Education, Economics, Personal), Form Time, House Meetings and an annual questionnaire of the children's views.

Pre-Prep (Nursery-Year 2)

Golden Rules

We are gentle – We don't hurt others
We are kind and helpful – We don't hurt anybody's feelings
We listen – We don't interrupt
We are honest – We don't cover up the truth
We work hard – We don't waste our time or others' time
We look after property – We don't waste or damage things

Junior School Expectations for Nursery to Year 6

-We expect you to be honest, kind and open minded
(Don't cover up the truth and don't hurt others with your words or actions)

-We expect you to be respectful and work and play well with others
(Be polite to everyone, be patient and remember we are a 'Telling school' if anyone is unkind)

-We expect you to take care of yourself, your property and the property of others
(Don't play roughly, keep yourself safe, don't damage school property and do take care of your own and other people's belongings.)

-We expect you to be on time, work hard and look smart
(Don't be late for your lessons, try your hardest and wear your uniform correctly)

-We expect you to encourage others to do their best
(Cheer for your friend's efforts and be happy when they are successful)

-We expect you to be creative, enquiring and enjoy learning
(Be confident to try new things, to ask questions and share your ideas)

-We expect you to practise, persevere and learn from your mistakes
(Be resilient - you will always make progress if you keep practising)

-We expect you to have a concern for society and the environment
(Remember you can make a difference by supporting charities or being environmentally friendly)

The core principle of our behaviour management policy is one of reinforcement of our positive expectations. We like the pupils to know what we do expect rather than an negative approach of what they cannot do. The School Expectations are set out in our Handbook for Parents, and parents of new pupils are asked to read and explain these expectations to their children before they enter the school. Parents and Guardians undertake to support the authority of the Head in enforcing these expectations in a fair manner that is designed to safeguard the welfare of the community as a whole.

The SLT undertake to apply any corresponding sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time, but will continue to reflect the school's positive approach to behaviour management.

TEACHING AND LEARNING

We aim to raise the aspirations of all 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 co-operate and to work hard.

INCENTIVES & SANCTIONS

In line with the school's stated approach to behaviour management, staff are expected to 'emphasise the positive' at all times and to take every opportunity to encourage, praise, reward and celebrate the success of pupils.

Normally, when a child misbehaves and/or breaks a school rule, an encouraging, corrective word from the teacher will achieve the desired result. First and foremost it is important that children understand the *reason* why this behaviour is undesirable, so teachers are encouraged to give a clear explanation, and/or to discuss the problem with the child. We believe that there also needs to be a clearly understood and consistently applied system for use when inappropriate behaviour is in obvious breach of the accepted code.

Pre-Prep Department (Nursery-Year 2)

In Pre-Prep (and in Years 3 and 4, where children still enjoy an especially close relationship with their form teacher), Circle Time is used as a way of reinforcing expectations, sharing ideas and resolving issues (like friendship difficulties). Class teachers will implement behaviour strategies that they find effective for their class, with Pre-Prep teachers using the 'Sun and Cloud' system. This system helps children to reflect upon their actions with the opportunity to earn a place back on "the sun" for good behaviour.

All Pre-Prep teachers have regular sessions of Golden time (daily for the younger children) which provide children with a special incentive. Golden time rewards good behaviour by giving children the opportunity to choose from a selection of fun classroom-based activities. A child who has

broken the Golden Rules may be denied a small amount of Golden time. However, (s)he will usually be able to earn back the privilege by correcting or compensating for his/her mistake. Denial of Golden time is a highly effective sanction. Persistent or more serious behaviour issues will be discussed with parents. A close relationship between school and home is vital in helping a child learn to improve their behaviour.

The Head of Pre-Prep is the member of staff responsible for monitoring behaviour management in KS1, Nursery and Reception (The Early Years Foundation Stage).

If a significant behavioural issue occurs the class teacher will discuss the matter with the Head of Pre-Prep and the child may have to miss some playtime, or if appropriate write an apology. In the event of serious or repeated misbehaviours the Head of Pre-Prep or member of SLT will meet with the child's parents to discuss the matter. For any ongoing concerns the Head of Pre-Prep will refer the matter to the Head of the Junior School and Deputy Head of the Junior School who will consider an internal exclusion, fixed-term or permanent exclusion as per the policy set out for the Prep Department to follow.

A detailed record of incidents is maintained by staff in an excel document.

School Houses

On entry into the Upper School, a child joins one of three School Houses: Fiske, Sutton and Waymouth. These Houses compete against each other by collecting as many house points as possible.

Incentives

Individual children are rewarded, and earn points for their Houses, by being given a plus for effort/progress in class. Outstanding examples of positive achievement and behaviour can result in the award of a commendation. School representation points are awarded for participating in Inter house events, like the poetry recital, or when representing the school in a sporting, musical (including choir performances) or other academic contexts. House points are also awarded for participation in inter-school matches/tournaments, inter-house events and other activities.

House point charts are displayed in the Hamblen Block lobby so that both staff and children can keep a check on individual and collective totals. At the end of each term, as an extra incentive, prizes are awarded to those children who achieve the highest number of house points.

As a further incentive, every half term, all pupils who have avoided receiving a blue card (see Sanctions, below) enjoy the privilege of a form-based Golden Time session.

In both Pre-Prep Dept. and Prep Dept., the Form Teacher/Tutor may also use additional form rules and incentives as a means of reinforcing his/her positive expectations.

Academic progress and achievement is celebrated by the annual award of individual subject and year-group prizes. Excellent examples of pupils' work are displayed around school and included in the annual school magazine, the Junior Lawrentian. The pupil's written reports (issued in December and July) provides another opportunity for him/her to be congratulated on his/her effort, achievement and progress.

Sanctions

On the other hand, an obvious and/or repeated breach of the school rules is marked by a blue card being issued. For a minor misdemeanour, a child will receive a verbal warning before being given a blue card. However, a more serious act of misbehaviour may result in a blue card being given without prior warning.

A detailed record of all disciplinary incidents (which includes an explanation of why each blue card

is given), is maintained by staff in the Incident Record and analysed via the excel document summary. A formal termly report is analysed by the SLT and discussion with Form Teachers follows.

Teachers must discuss any incident which they judge to warrant a blue card with a member of S.L.T before the card is issued. In this manner there is greater consistency and allows S.L.T to fully consider any issues with regards to the Equality Act (including the pupil's SEND) or any extenuating circumstance of which the class teacher may not be aware e.g. ill health of a parent or parental divorce can impact upon a child's behaviour.

The teacher issuing the blue card informs the child's Form Tutor who completes and sends it home with the child. The blue card should be signed by a parent and returned to the Form Tutor the following day.

By this system, parents are kept informed of unacceptable behaviour of any significance and share in the process of correcting it.

A blue card is automatically accompanied by sanctions as follows:

1. The pupil's next breaktime is restricted (eg (s)he is placed on close supervision and denied the opportunity for free play).
2. The pupil misses a second breaktime, during which (s)he is expected to perform a helpful task, supervised by the Deputy Head.
3. Pupils complete a 'Think Sheet' which asks them to reflect in writing which of our 'School Expectations' they have not met and to consider ways to improve their behaviour going forwards.

If a second (or further) blue card is received during any half-term period:

1. A pupil's parents are called in for a meeting with the Head (or Deputy Head).
2. The pupil is placed on a good behaviour report card. This involves reporting to the Deputy Head at specified times of day for an appropriate period (agreed with parents at the above meeting).

At the Head's discretion, eg in the event of serious misbehaviour in the first instance, an immediate escalation to 'Stage 2' (above) will result. Hence, any serious behavioural incident will automatically result in parents being contacted and consulted by the Head (or Deputy Head).

Finally, it is school policy that any form of corporal punishment is strictly prohibited. Staff may use physical intervention to avert an immediate danger of physical injury to a person including the child him/herself). Staff must follow the school's Restraint Policy.

SERIOUS MISBEHAVIOUR INTERNAL EXCLUSIONS

If a pupil has been issued a blue card and S.L.T judge loss of playtime sanction to be too light and temporary exclusion sanction too heavy, the child may be given an internal exclusion. This will involve being excluded from their peer group by being set work to complete in a classroom with children from a different year group throughout the day.

Serious misbehaviour will normally result in a temporary or permanent exclusion from school (see below). At this level, a formal record is kept of all sanctions imposed upon pupils. This record includes:

- The pupil's name and year-group;
- The nature and date of the offence;
- The sanction imposed.

By centralising this record, patterns can be identified by the school and also by inspectors.

The school recognises its duties under the Equality Act (2010) and will make reasonable adjustments for pupils with special educational needs/disabilities, see the AEN policy.

EXCLUSIONS

In the occasional extreme case, the Head of the Junior School may need to consider excluding a pupil from school. This course of action would be considered only in the event of a serious or repeated breach of the school's Good Behaviour Policy and/or Anti-Bullying Policy, and/or in a situation whereby the safety or welfare of pupils is seriously compromised.

Before excluding a pupil, the Head will consult with the Principal and/or a member of the Governing Body.

Temporary Exclusion (Suspension)

Only the Head, or, in their absence, the Deputy Head, can suspend a pupil. Before deciding to suspend a pupil, the Head will:

- Ensure that an appropriate investigation has been conducted;
- Ensure that all relevant evidence has been considered;
- Give the pupil an opportunity to be heard;
- Discuss with all relevant parties, including parents / carers.

After which the Head will confirm the reasons for, and length of, the suspension in writing to the parents / carers.

Work will generally be set for the child during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended child, and how they might be addressed in the interim, together with re-integration after the suspension period.

Suspension constitutes a clear warning about continued membership of the school community, and this warning should be regarded as final. The Head would, in all cases, be reluctant to suspend a child more than twice.

Permanent Exclusion (Expulsion)

Only the Head can expel a child and, before doing so, the Head will follow the same procedure as for suspension.

Since suspension should always be regarded as a warning that expulsion may follow next, the Head considers that all pupils and their parents should clearly understand the consequences of expulsion. Some parents may prefer, after due consideration, voluntarily to withdraw their child as an alternative to the school imposing an expulsion. However, it must clearly be understood that the Head reserves the right to insist on expulsion.

In making decisions about expulsion, the Head will take into account any additional educational needs, disabilities, gender or cultural differences that may be relevant to the case.

Appeal

A decision to expel a child is not taken lightly. The Head will have given careful consideration to any representations by the parents and may have consulted with the Chairman of Governors, or, in his/her absence, the Vice Chairman, before making the decision.

If the decision is confirmed, the parents will be informed immediately, and they may, if they wish, appeal against the decision (see Complaints Policy: Independent Resolution), by writing to The Clerk to the Governors, at the College, within seven days of being notified by the Head.

ANNEX A – Changes made as a consequence of the Coronavirus (COVID-19)

Our expectations for you, our pupils, have changed in the following ways:

- We expect you to listen to all instructions from adults, as many things in school have changed.
- We expect you to try to understand and respect the need to socially distance, staying 2m apart and to stay in your class bubble.
- We expect you to wash your hands or use hand sanitizer every time you enter and exit the school, including when you go out to play.
- We expect you to only go into the parts of the school that you should, so that you stay in your class bubble.
- We expect you to ‘catch it, bin it, kill it’ when you sneeze and to try to ‘cough into your elbow’ and then to wash or sanitize your hands if you have been sneezing or coughing.
- We expect you to avoid sharing class equipment, food or water even with people in your class bubble.
- We expect you to avoid sneezing, coughing or spitting, including blowing raspberries, at somebody as this is a very easy way for germs to spread.
- We expect you to wash your hands, or use hand sanitizer after every visit to the bathroom.
- We expect you to wash your hands, or use hand sanitizer before and after eating, as your hands are likely to touch your mouth.
- We expect you to tell an adult if you feel unwell, think you have a high temperature, if you find you are coughing a lot more than usual, or if you think that you can’t smell or taste things anymore.

This policy will be reviewed in accordance with the policy review schedule.

REVISION HISTORY

Version No.	Revision Date	Summary of change	Approved by	Updated by
2	08/08/2018	Card colour from Yellow to Blue and addition of Internal Exclusion	(going to EWC Sept 18)	HSS
3	16/01/2019	Addition of internal, fixed-term, and permanent exclusion to the Pre-Prep section		
4	30/09/19	New School expectations – publication November 19	(Going to Governors October 19)	ER
5	02/06/20	Addition of Annex A - COVID-19	Going to Mr S Rae, Governor 06/20	RJP
6	09/06/20	Addition of Annex A – COVID-19	Approved by Mr S Rae, Governor	HSS