



DANES HILL SCHOOL  
STRONG & SAGACIOUS

DATE: 1<sup>ST</sup> SEPTEMBER 2021

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AUTHOR: HEAD OF PRE-PREP BEVENDEAN

# BEVENDEAN DISCIPLINARY POLICY

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

Our mindful approach to PHSE and the Golden Rules both form a key foundation for life in the Pre-Prep and are central to our Pre-Prep Behaviour Policy.

The Jigsaw themes are:-

- Being me in My World
- Celebrating Difference
- Dreams and Goals
- Healthy Me
- Relationships
- Changing Me

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 misdemeanor has to be immediate and administered, on the majority of occasions, by the class 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, visiting the Head of Year and observing good behaviour are both additional strategies which can be utilised.

Examples of unacceptable behaviour at this age include:-

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	Willful 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 class 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 Year, Head of Early Years or Head of Pre-Prep so that a further stern warning can be administered.
- Should poor behaviour continue the Class Teacher, Head of Year, Head of Early Years or Head of Pre-Prep will request an appointment with the parents.
- If there is a risk to the health and safety of any member of the school community, a child may need to be collected by the parents before the end of the school day.

## All Year Groups

Heads of Year must ensure that continuity, fairness and standardized 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 PSHE schemes of work and 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 an appropriate strategy is employed.