



Behaviour and Discipline Policy Including EYFS

A number of separate School policies (detailed below) outline our precise expectations in related areas and these should be read in conjunction with this policy:

The School's Terms and Conditions	Drugs Policy
Child Protection and Safeguarding Policy	Code of Conduct and Pupil Expectations
Policy on Disciplinary Exclusions	ICT Acceptable Use Policy
Car policy for Sixth Form Drivers	School Dress Code
Policy on use of Reasonable Force	Search Policy

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1) Introduction

At Stonar we are committed to providing a safe and secure environment for all members of the community. We expect everyone to behave with consideration and respect for others, regard for public safety and adherence to the law. Both academically and socially Stonar has the highest expectations of pupils. Our mission is to prepare each student to live successfully in a globalised world by furnishing them with the skills and attitudes to flourish academically and personally.

2) What is Good Behaviour?

In the Senior School the behaviour ethos is underpinned by the three core values of respect, resilience and integrity. These are coupled with the expectation on every pupil to be mindful of our overall principles to 'Be Kind, Work Hard, Be Involved and Shape the World.'

In the Prep School the behaviour ethos is underpinned by the 'personal goals' of which there are nine attributes (enquiry, communication, cooperation, reflective thinker, resilience, global readiness, morality, adaptability and respect). We encourage pupils to understand these values and to live them out in their daily lives.

Our values are shared, reinforced and communicated to pupils regularly in assemblies, tutor periods, anti-bullying days, through the posters displayed around school and all staff are expected to be role models for the values of the school.

The school aims to promote self-discipline and personal resilience. We expect good behaviour to be the norm and we believe pupils should be held responsible for their behaviour.

We Expect Pupils to Choose to:

1. Maintain proper standards of courtesy, punctuality and dress.
2. Arrive at lessons / activities on time, fully equipped and ready to learn and engage.
3. Demonstrate respectful behaviour at all times and be sensitive to the needs of others within the School, their peers, younger and older pupils, staff, visitors and people from the local community.
4. Adhere to the behaviour expectations outlined in the Pupil Code of Conduct.

We Expect Teaching Staff to:

1. Meet and greet pupils at the door and oversee their entry into the classroom.
2. Model positive respectful behaviours and build positive supportive relationships with their pupils.
3. Follow all guidance in KCSIE 2021 including a zero-tolerance approach to abuse and to challenge any inappropriate behaviour or 'banter'.
4. Plan lessons that engage, challenge and meet the needs of all their pupils.
5. Utilise pupil profile information to effectively support and engage those pupils with SEND.
6. Retain ownership of their classroom and behaviour within it and engage in reflective dialogue with pupils.
7. Utilise the daybook system to reward good work or behaviour and communicate good and poor behaviour (to parents and staff).
8. Remind pupils of their previous good conduct to prove that they can make good choices.
9. Endeavour to prevent poor behaviours rather than relying on sanctions.
9. Be aware of pupils' behaviours and effectively utilise School behaviour policies.
10. Never ignore or walk past pupils who are behaving badly and to actively intervene when poor behaviour is observed.

Senior staff are on duty at break and lunch and have a visible presence around school. Senior staff actively engage in supporting pupils in celebrating pupil's achievements and working with those who require support in making better future decisions and time to reflect on poor behaviour choices.

We have our own systems of rewards and sanctions, appropriate to the different age ranges in the school. These recognise that a framework is necessary if everyone is to be supported and allowed to develop in a secure community. Rewards and sanctions will be applied fairly and consistently and we seek to promote the positive within clearly defined expectations. When things go wrong, guidance and support are present through our pastoral systems. Sanctions should not degrade pupils. Stonar does not use corporal punishment.

CCTV is used on site and if required will be reviewed by a member of the Executive Management Group and house parents to investigate behaviour issues, it may be used as a tool for reflective practice with pupils but is not shared more widely than this.

In any case when physical restraint of a pupil is required, for their own or another individual's safety, or a search of property is required staff will follow the school's **Policy on the use of reasonable force** and **Search Policy** which exist as separate documents and are available on request from the school office.

3) Discipline, Rewards and Sanctions in the Senior School

Rewards

At Stonar we believe that rewards are far more effective than sanctions. Recognising and rewarding achievement, endeavour and positive behaviour is central to our values.

Merits

Merits are awarded by staff to pupils in all year groups for achievement, effort or demonstration of improvement shown in work and behaviour. **They are awarded for surpassing rather than meeting basic expectations.** For academic attainment merits may be awarded for an individual piece of work that warrants praise or a demonstration of achievement or effort over a series of pieces of work. Merits are recorded on Daybook and the individual and House totals are calculated each week for marking at assembly. When a pupil reaches 25 and 50 merits in a single academic year, their parents will receive a letter of commendation from the Head. For each further multiple of 50 another letter will be sent. All merits will also count towards the overall House Trophy. Pupils receiving a Head's Commendation take their work to discuss with the Head at a designated time each week. Merits should be based on the teacher's expectations for each individual pupil. They are awarded on a three tier system: one merit, two merits and Head's Commendation (equivalent to three merits). Examples are as follows:

One merit	<ul style="list-style-type: none"> A good piece of work A good or improved test result Particularly good focus in class Consistently good commitment or persistence Positive behaviour choices
Two merits	<ul style="list-style-type: none"> A very good piece of work A very good test result Very good, sustained commitment or persistence A variety of positive behaviours either academic, personal or social
Head's Commendation	<ul style="list-style-type: none"> An outstanding, extensive piece of work An outstanding project A sustained effort in achieving personal goals

School Colours

School colours are awarded to both day pupils and boarders in the Senior School for their contributions to the life of the School. This may include performances in inter-house competitions, carrying out duties or any other consistently positive contribution.

Sports Colours

Full and half colours are awarded to pupils who have represented the School in sports fixtures whilst showing an excellent commitment to training and performing to a high standard in matches.

Communication of Information

Staff may report positive contributions and achievement, as well as incidences of poor behaviour by using the Daybook function of the School data management system (SchoolBase). Daybook entries are circulated to tutors, house parents, members of the pastoral team and any other appropriate staff. 'Good', 'Concern' daybooks are also visible to parents.

4) Sanctions & Actions (Senior School)

The aim is to provide a clear policy for staff on how to respond consistently to pupil misbehaviours. We want pupils, parents and staff to have a discipline system which is transparent, understandable and fair.

The sanctions/actions below can be utilised for all Senior School pupils and the expectation is that all pupils will be accountable for their own actions. Pupils should conduct themselves properly and adhere to the School Code of Conduct. Any sanction imposed or actions taken by staff may take into account other factors which may be relevant at the time but this will be at the discretion of the Head and Deputy Head Pastoral.

Sanctions or Actions, which could be Utilised by all Staff:

1. Verbal warning / reprimand (*recorded and circulated to relevant staff via Daybook*).
2. Removal from lessons/clubs/activities.
3. Routine tasks on yard or School.
4. Restorative Justice session.
5. Mediation session between peers.
6. Lunchtime Detention for missed prep (*recorded and circulated to relevant staff via Daybook*).

Sanctions or Actions that can be Issued by Specific Staff only:

1. After School Detention (*issued by a member of SSLT*).
2. A period of reflection with a member of SSLT (*issued by a member of SSLT*).
3. Mentoring by a member of SSLT.
4. Report cards (*issued by houseparent or member of SSLT*).
5. Period of gating for boarders (*issued by Houseparents & letter home to parents from the pupil's houseparent*).
6. Withdrawal of offsite privileges / loss of privileges.
7. Internal / external exclusion (*duration will depend upon severity of offence, phone call or meeting with parents*) (*Issued by Deputy Head Pastoral following consultation with the Head*).
8. Permanent exclusion / Expulsion (*Head*).

Further information on fixed term exclusions (suspension) or permanent exclusion (expulsion) can be found in the School's Policy on Disciplinary Exclusions.

Detentions

If a pupil fails to meet prep deadlines or completes insufficient work in a lesson the teacher will issue a lunchtime detention (catch up session), informs the pupil of date and time of detention and records this on Daybook.

Incidences of poor behaviour in lessons may result in verbal reprimands, removal from classroom or being sent to work in another room. In the event of very serious incidents of poor behaviour a member of SSLT should be contacted. More serious offences may automatically accrue an after-school detention. Detentions take priority over any non-paid for activity.

Staff can find further guidance for managing behaviour in the 'Protocol for managing behaviour in the Senior School'.

5) Discipline, Rewards and Sanctions in the Prep School

Pupils are expected to conduct themselves properly and uphold the Stonar Prep Personal Goals. Any sanction imposed may take into account other factors which may be relevant at the time but this will be at the discretion of the Head or Head of Prep.

Children have the right to learn in a safe environment where they are valued, respected and can learn to the best of their ability.

Staff have the right to be spoken to with respect and to teach in an environment free from disruption caused by children's behaviour.

Parents and Guardians have the right to know their children are treated fairly, with respect and within a safe environment. They are entitled to be notified early of any behaviour problems and to be given the opportunity to help the school to address their child's behaviour.

Through this promotion of positive behaviour, it is our aim to maintain a happy school where children and adults flourish.

Rewards Systems and Sanctions overview at Stonar Prep and Pre-Prep

For simplicity and clarification, the Prep School Visual Behaviour Response System (see Appendix 1) and the Prep School Behaviour Categories at Stonar document (see Appendix 2) provide a succinct overview and guide to the rewards and sanctions procedures within the Prep School. Further explicit, detailed information can be found overleaf.

Reward Systems at Stonar Prep and Pre-Prep

Rewards should be desired by all, hard to get (this varies), instant, acknowledged publicly and reviewed regularly.

Verbal Praise (School Day & Boarding)

Sometimes a 'well done' or similar positive comment can mean more than an award.

Star Points (School Day)

Star Points (House points) can be awarded for academic work or good behaviour. The teacher maintains a digital record of these and awards child a coloured cube reflecting their house colour. The pupil posts their star point (coloured cube) into the collection box for collation. The total star points awarded to each house are collated and shared each week.

These awards are not dependent on academic ability or achievement although 'effort' should be rewarded as a behaviour. Awarding star points should ideally take into account the Prep School's personal goals and be awarded for demonstrating them. Examples of acts that warrant a star would be; holding doors for others, helping younger children, volunteering, letting others take a turn before you, lending someone equipment, good table manners and helping a new pupil. Star points contribute towards the house team score whether they are for behaviour or academia. Individual high achievers may be acknowledged in assembly when team scores are announced. There is also a series of competitions i.e. house spelling, sports, quiz etc that contribute towards the grand total. Star point certificates are awarded for individual achievements.

Certificates / Prizes & Awards (School Day & Boarding), **Colours** (School Day) & **Commendations** (School Day)

Certificates, prizes and awards may be awarded for a variety of personal achievements. Examples are; Reading Stars, Maths Times Tables. Colours are awarded by the Team coaches.

Stickers (School Day)

Stickers tend to be awarded to younger children as a reward. Staff may issue stickers for a variety of reasons and may use personalised stickers that are commercially available. This may enhance marking. Pupils who display 'blue' level 'outstanding' behaviour may visit the Head of Prep or Head for a special sticker.

Written Comments Home (School Day)

Staff may write a note and send it home either in book bags or through the post to commend good behaviour to a parent. Staff may ask the children to design the front of a postcard that can be sent home when the child achieves an appropriate target. This gives the child a personalised incentive.

Telling Parents Directly (School Day & Boarding)

Regular communication between staff / houseparents and parents is encouraged. Staff / houseparents will endeavour to talk to the parents of each child in their form as regularly as possible. This communication should involve positive feedback whenever possible.

Special Privileges & Golden Time (School Day)

Form tutors may decide that a special privilege is appropriate. There are certain jobs that children enjoy doing that could be utilised i.e. operating the screen in assembly. This would have to be thought through on an individual basis. Whole class privileges may be awarded such as golden time at the end of the day in the Pre-Prep.

Year Six Responsibilities (School Day)

Year six responsibilities change each term. Each pupil is a School Leader and has special responsibilities such as IT Room Monitor, Librarian, Pre-Prep Class Monitors, Sports Ambassadors, Playground Buddies, etc.

Sanctions (Prep School)

This policy is in place to provide clear guidance to staff pupils and parents regarding the use of sanctions.

The system of sanctions is progressive and should be unwanted by the pupils. Sanctions are in place to cover low level disruptive behaviour as well as serious one off indiscretions and accumulated offences. Our expectations are that all behaviours meet the standards set out by use of Personal Goals; particularly – Respect and Morality. Behaviour that falls beneath those expectations should be addressed by this sanctions policy.

Teachers should always endeavour to follow the Prep School Visual Behaviour Response System (see *Appendix 1*) and the Prep School Behaviour Categories at Stonar document (see *Appendix 2*) when applying sanctions. In reality, the vast majority of indiscretions are low level and should be dealt with by the staff member instantly using these documents as a guide.

When selecting strategies staff should always refer to the Schools' policy for dealing with conflict between pupils. Sanctions must be age related and always be behaviour focused. Sanctions should be delivered within the spirit of restitution and resolution (helping the child to choose a better course of action if there is a next time) and in a calm and controlled manner that enables the pupil to retain their dignity. Children should always be given the opportunity to explain their actions and to seek solutions.

Staff are advised that the 4 Ws system may help structure these conversations:

What, in your words was the problem?

Which Personal Goals were affected, and in what way?

Why do you think this problem occurred?

What can you do to fix the problem?

If appropriate, parents should be informed about the behaviour concern on the same day as the sanction is issued. If the member of staff issuing the sanction is unsure this is necessary, they must seek the advice of the Head of Prep. It is appropriate to inform parents if the behaviour falls within the orange or red category.

Endeavour, where possible, to speak to the child privately so they retain dignity. Explain to them what is inappropriate with their behaviour and how they can improve. Make the behaviour unacceptable not the child e.g. “Mandy...speaking out of turn is a yellow behaviour and disrupts the lesson,” rather than, “Mandy you are rude.”

Strategies that use the Application of a Choice and Consequences

This is in the form of a warning. ‘If you do that again I will have to give you a sanction. If you don’t then I won’t have to.’ Once this has been explained most children will heed the warning. **The threat of sanction must, however be carried through once issued – this must be a certainty.**

Recording Sanctions

The issuing member of staff completes a Daybook entry. In the boarding houses sanctions issued are also recorded in the House Sanctions Log.

Daybook entries are circulated between a pupil’s teacher / form tutor / Head of Early Years and Head of Prep as well as the Houseparent of boarders. For day pupils, the form tutor and the Head of Prep keep a log of how many negative Daybook entries have been recorded for each pupil as a means of tracking patterns.

Pre-Prep: due to the young age of the children in Pre-Prep, the teacher may use their discretion in the application of the policy.

The Behaviour Monitoring Card

This is a written record that details the child’s behaviour throughout the day. As a guide, if a child has received 3-5 sanctions in a two week period from levels 1-3, a monitoring card may be introduced. .

The pupil’s parents will be notified of this by their Form Tutor. The form tutor oversees this on a daily basis and the Head of Prep on a weekly basis.

The Behaviour Monitoring Card is signed by each teacher, for each lesson.. The behaviour of the pupil is indicated by a smiley face 😊, an indifferent face 😐 and a sad face ☹️. No comments are necessary. Pupils may be awarded stars for a day’s worth of positive behaviour.

If the pupil has demonstrated generally positive 😊 behaviour in that week, the pupil is deemed to be trusted again and may come off the monitoring card. A pupil should be placed on this card for a minimum of two weeks. If a pupil’s behaviour does not improve after a term on the Behaviour Monitoring Card, they may be placed on the Behaviour Log. However, more serious offences may result in a pupil being placed onto the Behaviour log without having been on the monitoring card.

6) Discipline, Rewards and Sanctions in the EYFS

At Stonar EYFS, we always look beyond the behaviour and remain emotionally available for children by engaging with them in a calm, kind, and empathetic manner.

Methods

1. The Nursery Manager has overall responsibility for issues concerning behaviour; this person is required to keep up-to-date with legislation and research and thinking on handling early years children's behaviour, and to meet regularly with the EYFS staff to discuss individual children and/or behaviour issues.
2. Require all staff, students and volunteers to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
3. Do not shout or raise our voices in a threatening way to respond to children's behaviour.
4. Expect all members of the Stonar EYFS community, including children, parents, staff, and students to consistently keep to these guidelines.
5. Recognise that codes for interacting with other people vary between cultures and require staff to be aware of and to respect these.
6. Use the following conflict resolution protocol as appropriate: approach calmly, stopping any hurtful actions; acknowledge children's feelings with kindness; gather information; restate problem; ask for ideas/solutions and choose one together; be prepared 'move on' and to give follow-up support.
7. Do not use or threaten to use physical punishment such as smacking or shaking.
8. Do not use techniques intended to single out or humiliate children.
9. Only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are recorded in the EYFS Incident and Physical Restraint Record and brought to the attention of the Nursery Manager, Head of Prep, and a parent is informed on the same day, in line with the school policy on use of reasonable force.
10. Work in partnership with children's parents, e.g. parents are regularly informed about their children's behaviour to address recurring unacceptable behaviour, using objective observation records to help to identify the cause/antecedent and to decide jointly how to respond appropriately.

Bullying involves the physical, emotional or verbal abuse of another child or children. We take bullying very seriously. The procedures and sanctions in line with the Stonar School Policy for dealing with Conflict between Pupils, are to be followed if bullying is suspected.

In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame. However, if their behaviour fails to improve and we feel that children are at risk, the Head of Prep will be informed.

7) Representing the School including but not limited to Fixtures, Trips, DofE and inter/Intra School Events

Representing Stonar School is a privilege which involves certain responsibilities and any pupil who is chosen to represent the School is expected to uphold the highest standards of behaviour in all areas of the School life and act with a high standard of personal integrity. Pupils must abide by the School's Code of Conduct for pupils and demonstrate appropriate respectful behaviour to staff, peers, and the wider public at all times.

The decision to make pupils ineligible to represent the School on certain School trips or activities be made by the School Management Team (PSLT/SSLT), in consultation with Houseparents, form tutors, Domestic Bursar (in light of any risk assessments) and the trip organiser. Each pupil's case will be dealt with on the basis of its circumstances.

Representing the School in one capacity does not automatically qualify a pupil to represent the School at another and the Head has the discretion to review each case on an individual basis.

The Executive Management Group will review the suitability of a pupil to represent the School on a trip or event if they meet one or more of the following criteria:

1. Are in receipt of a personalised risk assessment.
2. Have been subject to a serious sanction (within the last school term).
3. Reside on the School Behaviour Log.

Pupils who are currently under a fixed term exclusion are not permitted to represent the School whilst subject to the period of exclusion.

Withdrawal of the place on a School trip / participation in a School event following selection may occur if in the opinion of the Executive Management Group, acting in good faith, the pupil has not complied with the obligations set above or has otherwise fallen below the required standards of conduct, or behaviour. A member of the Executive Management Group will communicate this to the parent/s of the pupil concerned and this will be followed up in the form of written notice.

8) Behaviour Changes in light of the COVID-19 Pandemic

School acknowledges that children will have had a range of different experiences during the COVID-19 Pandemic, particularly during the lockdown period, which may have an impact on their behaviour presentation upon return to School. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For some pupils, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity continue to require additional input and encouragement. As a result of these varied experiences children may present with behaviour that is not usual, this may include:

1. Anxiety; lack of confidence
2. Challenging behaviour; fight or flight response. (Including emotional responses such as displays of anger; shouting, crying)
3. Hyperactivity and difficulties in maintaining attention

School recognises that behaviour could be a sign that for some individual children there is an unfulfilled need and that the behaviour is communicating that there is a problem. Concerns should be recorded using the normal operating procedures – including Day Books and the My Concern system The School will undertake appropriate assessment, including where applicable, individual risk assessment for the child and use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may be triggering the challenging response.

School will work closely with parents to implement supportive strategies that will inform an appropriate response. If necessary School will seek external support from other agencies such as Educational Psychologists or Early Help.

9) Behaviour and Discipline Policy Coronavirus (COVID-19) Addendum

At Stonar we aim to maintain a secure, caring and stimulating environment in which pupils are encouraged to have respect for themselves and each other. Whilst expectations in our Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff.

It is to be used in conjunction with, and read alongside, the Behaviour Policy, whole school policy for dealing with conflict (including bullying) ICT acceptable use Policy, Exclusions policy.

1. Scope

This addendum will be in effect whenever 'Outbreak mitigation measures' are in force, as per the Framework for COVID outbreak management.

2. Amended School Rules

When pupils are in School, we expect them to follow all of the behaviour expectations set out in this Policy to keep themselves and the rest of the School Community safe.

Parents should contact the School if they think their child might not be able to comply with some or all of the behaviour expectations, so we can consider alternative arrangements with them.

Face Coverings

Stonar will mandate the use of face coverings should EMG consider their use to be advisable or PHE, Wiltshire LEA or Gov.uk regulations require them.

If a pupils wear a face covering in School then the following rules apply:

1. The face covering must be one which is made only for the purpose of air filtration, and not as a decoration.
2. The face covering must not be overtly decorative, or display slogans.
3. A new face covering must be used upon entering the School if pupils have travelled to School via public transport.
4. Face coverings should be stored carefully in pupils bags when not in use (eg in a zip lock plastic bag).

Travel to School, Arrival and Departure

School buses may have seating plans in place and face coverings must be worn at all times by pupils over 12 years old, and by younger pupils where possible. Refusal to wear a face covering or adhere to seating plan may result in pupil being unable to travel on School bus.

In School

Pupils may be segregated into socially distanced using cluster groups. These groups are to be maintained throughout the School day, even during any break times.

Cluster groups may be assigned toilet and changing facilities and pupils must only use those associated with their cluster.

Pupils have a responsibility for their own equipment such as, pencil cases, bags and must ensure that these are not shared with other pupils.

Pupils should put their hand up if they need an adult's support, not get out of their seats unless directed to do so by a teacher.

Movement around School

A one-way system around the school has been designed, this may be reintroduced in the event of a COVID outbreak.

Pupils should look out for signage that indicates the direction in which they should be moving and the requirement to social distance. Doors will be wedged open where possible to avoid the need to touch door handles. Pupils are not to close these doors.

Attendance

If any pupil displays symptoms on the government's published list for COVID-19 before travelling to School or whilst at home, they should not attend School. Parents must inform the child's tutor and Senior Deputy Head and seek a PCR test.

If a pupil displays any of these symptoms during the School day, they should tell an adult. The pupil will be collected by the School Nurse and isolated on site until contact can be made with home and arrangements made for them to go home, boarders will be isolated in the COVID wing of the HWBC. They must then seek a PCR test before returning to school.

The Senior Deputy Head must be informed of any staff or pupil displaying symptoms of COVID-19 and the results of any COVID-19 tests.

Behaviour

The Executive Management Group at Stonar will not tolerate any behaviour that compromises the School's ability to operate safely.

If pupils fail to follow any School behaviour expectations, whether in the Behaviour Policy or in the addendum, staff will consider the reasons for non-compliance, to determine whether it was accidental or purposeful and then apply the most appropriate sanction.

Deliberate non – hygienic behaviour or any action which compromises the health and safety of the staff and pupils in the School group will be treated with the utmost severity. Any behaviour which may increase the likelihood of virus transmission, may result in pupils being sent home and excluded.

Such behaviours include, but are not limited to:

1. Spitting, coughing (fake or otherwise) directly and intentionally at a member of staff or a pupil.
2. Throwing used tissues on the floor.
3. Purposefully going against social distancing guidelines.
4. Deliberately touching other people's belongings.
5. Refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their pods
6. Any act which may increase the chances of transmission of the virus.

Expectations for Pupils engaged in remote Learning

Pupils who are not able to attend school due to COVID-19 isolation but are well enough to attend lessons, are able to participate in remote learning.

The following expectations apply:

1. Join in with the school day, attending all lessons and completing work to the deadline set by teachers.
2. Seek help if they need it.
3. Alert teachers if they're not able to complete work.
4. Use proper online conduct, such as using appropriate language in messages.

Parents should contact the School if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them.

Dealing with Problems

If there are any problems with pupils adhering to expectations around remote learning, including if they don't engage with the remote learning set for them, we will make contact with the family in order to discuss any barriers to learning which can be removed.

It is recommended that all pupils have an internet enabled device that will enable them to be able to access lessons remotely should they be required to do so.

10) Stonar School Behaviour Log

The Behaviour Log is designed to assist pupils in managing their day-to-day behaviour in School and understanding the effect that their behaviours have on others. The Behaviour Log when coupled with an effective home school partnership and positive pupil engagement has successfully supported pupils in turning around their behaviour in School. Pupils who have made errors of judgement in the past and spent a period of time on the Behaviour Log have still gone on to hold positions of responsibility (eg *becoming Prefects*) in the School.

Pupils are placed on their Behaviour log if their behaviours repeatedly fall below the standards expected by the School; or following an incident where behaviour has resulted in a period of internal /external exclusion or refection with the Deputy Head Pastoral / Head of Prep.

Pupils who 'sit' on the Behaviour Log meet regularly with the Deputy Head Pastoral / Head of Prep to discuss their behaviours and reflect on the decisions they have made. Pupils remain on the Behaviour Log for a minimum of one term or until they are able to maintain a 'points total' of between approximately 0-5 points for a protracted period of time (usually a term).

The Behaviour Log supports pupils in becoming accountable for their own actions. Good behaviour and sensible decisions are celebrated. The Behaviour Log is a numeric, points based system and all pupils on the Behaviour Log are allocated points for poor behaviours and lose points for those behaviours which are exceptionally good or helpful.

The Deputy Head Pastoral / Head of Prep allocates points in line with the tiers of sanctions below, making reasonable adjustments for pupils with SEND as necessary.

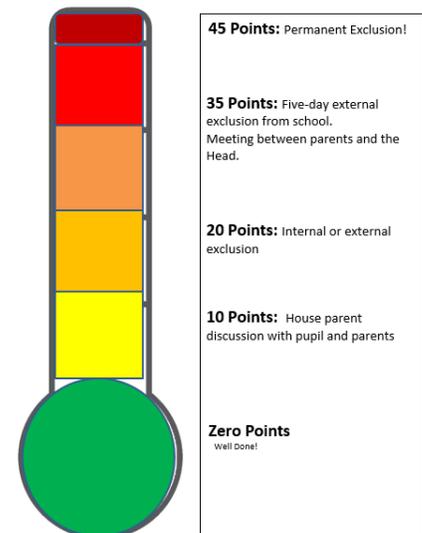
Pupils will have 1 point removed from their log total for 3 school days without any incidences of poor behaviour, if a pupil completes the remainder of the week without further incident a further point is removed.

Points will be removed for examples of positive behaviour which have involved a more than normal amount of effort i.e. a piece of work which has involved extra effort, helping out when volunteers have been asked for, etc.

When a pupil is placed onto the Behaviour Log, they meet with the Deputy Head Pastoral / Head of Prep who will explain the log system to them. In line with the stages of the Behaviour Log (below) a pupil's parent is contacted by a member of the School Management Team and informed in writing, that their child has been placed on the Behaviour Log.

Subsequently behaviour points are discussed with the pupil and / or their parents depending on the age of the pupil concerned. All pupils start at zero points when placed on the Log, whatever background there may be to the decision. Whilst on the Behaviour Log pupils are encouraged to keep their points at zero, or as close as possible to this.

Behaviour Monitoring / Report Cards work alongside the School Behaviour Log and pupils will continue to be subject to the usual School sanctions for any behaviour that fall short of the School's expectations.



The Behaviour Log

Stepping Down / Coming off the Log

Pupils who are placed on the Behaviour Log will remain on the Log for at least one full academic term; when the pupil has demonstrated they are capable of meeting the School's behaviour expectations over a protracted period of term (minimum one term) the School Management Team may decide to remove the pupil from the Behaviour Log.

Scholarships & Bursaries

A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. If the behaviour of a pupil falls consistently below that of the Schools expectations, the award may be withdrawn in line with the document 'Scholarship, Exhibition or Bursary, Conditions of Award'.

Stages of the Behaviour Log:

Stage 1:	0 points	Letter home to parents from Deputy Head Pastoral / Head of Prep informing them that the pupil has been placed onto the behaviour log. Parents emailed weekly points totals
Stage 2:	20 points	Formal warning. Parental meeting / phone call with Deputy Head Pastoral / Head of Prep Probable external exclusion
Stage 3:	35 points	Final warning. Parental meeting called with Deputy Head Pastoral / Head of Prep and Head. Extended period of external exclusion from school
Stage 4:	45 points	Parental meeting with the Head. Probable permanent exclusion from Stonar

Tiers of Sanctions and Exemplar Behaviours:

Level 1	Points allocated 1	Unexcused lateness, inappropriate behaviour in Dining Room / corridors, Contravention of mobile device policy.
Level 2	Points allocated 2	Repeated level 1 behaviours. Missing role call / registration, passing on gossip. Use of offensive language.
Level 3	Points allocated 3	Lack of respect to others and / or their property, smoking/vaping (1st offence), inappropriate physical contact, missing detentions, lessons or games, defacing School property, copying work / plagiarism.
Level 4	Points allocated 5	Defiance or deception, public use of obscene language or gestures, possession of / or distribution of offensive material, possession of alcohol, bullying behaviour, verbally threatening behaviour, repeated misuse of the internet. Antisocial behaviour in a public place, or whilst travelling to or from school. Repeated level 3 behaviours.
Level 5	Points allocated 10	Intimidation/defamation of character, gross rudeness, stealing, vandalism,

physical abuse and forms of peer on peer abuse, such as relationship abuse, gender based violence, serious or repeated bullying, sexual harassment, malicious accusations against other pupils.

Level 6 Potential permanent exclusion please refer to the School's Exclusion Policy
Supply or use of illegal drugs, extremist behaviours, serious or repeated violent behaviour, inappropriate sexual behaviour / sexual violence, possession of a prohibited weapon.

7. Monitoring Arrangements

We will review this policy as guidance from the Local Authority or Department for Education is updated. At every review, it will sent to Daniel Jones, Chair of the Board of Directors for approval.

Updated April 2017; February 2018, May 2018, November 2018, November 2019, November 2021

Signed:



(Director)



(Head)

Due for review by the Directors : Nov 2023

Appendix I Prep School Visual Behaviour response System

Visual Behaviour Response System

What will an adult see?	
<p>You have been outstanding! 😊</p> <p>You used your personal goals to improve your learning and behaviour.</p>	<p>You are using one of your Personal Goals.</p> <p>You are following our 'CARE' code.</p>
<p>You have not been following our 'CARE' code.</p> <p>You are distracting others or not making an effort with your learning.</p> <p>You have been impolite, unhelpful or unkind towards others.</p>	<p>You have continually chosen not to follow the 'CARE' code.</p> <p>You have hurt or upset somebody.</p> <p>You have prevented other children from being able to learn or an adult from being able to teach.</p>
<p>You have chosen to ignore adults trying to support you.</p> <p>You have deliberately hurt or upset someone.</p> <p>You have deliberately damaged school property.</p>	<p>You have chosen to ignore adults trying to support you.</p> <p>You have deliberately hurt or upset someone.</p> <p>You have deliberately damaged school property.</p>

 <p>Blue</p>	 <p>Green</p>	 <p>Yellow</p> <p>Level 1/2</p>	 <p>Orange</p> <p>Level 3</p>	 <p>Red</p> <p>Level 4/5/6</p>
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Example reward or consequence	
<p>You will receive a note or letter home.</p> <p>You may receive a house colour.</p> <p>You will receive 5 star points.</p>	<p>An adult will praise you.</p> <p>You may earn a star point for your house.</p> <p>You may receive a sticker.</p> <p>You may receive a message home.</p>
<p>You will be given a warning.</p> <p>You may have to sit somewhere else in class.</p> <p>You have a choice to carry on or to STOP.</p> <p>You may lose 5 minutes of break/lunch time (spent with the adult on duty).</p>	<p>Your behaviour will be reported to Mr Lee or Mr Brain.</p> <p>You may be sent to another adult.</p> <p>You will lose your break/lunch time.</p> <p>Your parents will be contacted.</p> <p>↕ For consistent misbehaviour you may need to meet with your parents and teacher to discuss your behaviour. You may be put on a behaviour log/card to monitor your behaviour every day.</p>
<p>You will go to Mr Brain or Mr Lee.</p> <p>Your parent/s will need to meet with a teacher to talk about your behaviour.</p>	<p>You will go to Mr Brain or Mr Lee.</p> <p>Your parent/s will need to meet with a teacher to talk about your behaviour.</p>

Appendix 2 Prep School Behaviour Categories

Prep School Behaviour Categories at Stonar

These behaviour categories are intended to provide guidance, sanctions and are colour coded as a visual reminder

Level 1 - 2 (0-1 Points)	Level 3 (2 Points)	Level 4 (5 Points)	Level 5 (10 Points)	Level 6
Low level disruptive behaviour	More serious offences	Very serious offences	Extremely serious offences	Incidents that may lead to exclusion
Avoidance tactics (wandering around the classroom /persistent toilet breaks etc.) Calling out, shouting or talking while an adult is talking Distracting others Impolite behaviour (belching, nose picking) Missing equipment/ Interfering with others property Eating during learning time Irritating noises or fidgeting Lateness into class/lesson Swinging on a chair or lying over a desk Wasting resources Littering	Misuse of classroom equipment (e.g. scissors) Disrupting/unhelpful/unkind behaviour in class Lying Name calling Teasing, provoking, manipulating others Pushing, poking, prodding others - inappropriate physical contact Leaving the classroom without permission Misuse of toilet facilities Consistently displaying low level behaviour Defacing school property Unsociable behaviour at break times	Inappropriate physical contact Arguing with an adult or defiant behaviour Obscene language or gestures Abusive behaviour (physical or verbal) Deception/Repeated lying Theft	Unprovoked abusive behaviour (physical or verbal) Repeated and persistent threatening, intimidating or harming behaviour Refusal to follow instructions Inappropriate use of the internet Vandalism Possession/supply of weapons or drugs Repeated extremely serious offences	Repeated extremely serious offences Bullying (repeated and persistent threatening, intimidating or harming behaviour) Malicious accusations against staff Leaving school premises Possession/supply of weapons or drugs Repeated extremely serious offences
Teacher response/sanctions	Teacher response/sanctions	Teacher response/sanctions	Teacher response/sanctions	Teacher response/sanctions
VBR System = Yellow 1. Give a verbal warning 2. Pupil moved to sit apart from others (if possible) 3. Pupil reminder of the choice to carry on or to STOP 4. Pupil loses 5/10 minutes of break/lunch time (spent with adult on duty) 5. Pupil incident recorded on Daybook (teacher)	VBR System = Orange 1. Pupil sent to another appropriate adult 2. Pupil loses a break/lunch time (spent with adult on duty) 3. Pupil incident recorded on Daybook (teacher) 4. Parent contacted by class teacher depending on nature of offence. 5. Consistent, prolonged misbehaviour (3-6 offences in one term) = formal meeting with parents and possible behaviour report card for pupil	VBR System = Red 1. Pupil sent to SLT 2. Pupil given an internal suspension from class (with?) 3. Pupil incident recorded on Daybook (teacher) 4. Parent/s contacted to meet with SLT to discuss behaviour 5. Possible external suspension	VBR System = Red 1. Parental Meeting 2. Exclusion	VBR System = Red 1. Parental Meeting 2. Exclusion

Appendix 3: Protocol for Behaviour Management in the Senior School: This document is for guidance only. It aims at consistency and fairness, it is not prescriptive; all members of staff are urged to use common sense in ensuring the good discipline of pupils. The circumstances of each misdemeanour must be taken into account, as well as any reasonable adjustments (for SEND). This document should be used in conjunction with the Whole School Behaviour and Discipline Policy.

Tutors have pastoral and academic oversight for the pupils in their care. Houseparents' should be involved in communication for boarders and tutors and Houseparents' should work together to provide holistic care and support to these pupils and ensure effective and timely communication with parents. Daybooks (other than those listed as communication) are immediately visible to parents via SchoolBase portal.

Managing low-level disruptive / poor behaviours in lessons: staff should use a structure of two warnings followed by a consequence. Outlined below are examples of behaviour that would warrant a warning / sanction and examples of the sanctions that could be given. Each lesson is a clean slate for a pupil. Please have high expectations of pupils dress and behaviour. Pupils' should attend lessons with a ready to learn attitude.

Behaviour	First Warning	Second Warning with consequence reminder	Example of consequence (Class teachers: Daybook your actions)
Inappropriate use of equipment	Please stop doing that	Stop doing that or your equipment will be removed	Remove equipment
Disrupting the learning of others e.g. repeated talking / shouting out / making noises / disruptive behaviour	Stop doing (...that), thank you.	Stop or you will be moved seat / sent to other teacher's class etc	Send pupil outside and then v. swiftly speak to them and readmit to lesson or move to another class / move seat if appropriate / request to meet with pupil at break or lunch to undertake reflective practice regarding their behaviour choices. If behaviour persistently disruptive and initial strategy please flag this to Senior Tutor and SSLT involvement will follow as appropriate.

Behaviour	Action by 'class' teacher	Tutors / Houseparent
Missed prep, lessons or detention (with no reasonable excuse)	Verbal reprimand, issue detention & record on daybook (academic concern). Tell the pupil when their prep catch up detention with you is	Tutors will monitor missed prep and liaise with parents
Verbally threatening behaviour; public use of obscene language and gestures, swearing at staff, assault of another	Remove pupil from classroom to work in another class. Record on daybook & contact SSLT via reception if necessary	Tutor will follow up with pupil & further communicate with parents as necessary. Tutor to liaise with SSLT re: sanctions as appropriate.

Class teachers:

- The class teacher is responsible for effective use of the 2 warning & consequence behaviour policy. If a pupil persistently disrupts learning of others, this must not be tolerated SEND THEM OUT to sit at the back of another classroom. In cases of extremely poor behaviour where this is not safe or effective a member of SSLT can be called for assistance.
- Always record on Daybook the incident of poor behaviour / missed prep and the actions you have taken.** Class teachers are responsible to supporting pupils with missed prep.

First warning
Second warning
Consequence

Form tutors:

- Review day books and the cumulative totals of sanctions accrued by pupils and liaise with SSLT/SENCo as appropriate if concerned.
- If pupils repeatedly missing prep this must be flagged and tutors should act swiftly to put support strategies in place for the pupils and where appropriate escalate to (houseparent if boarder) and SENCo for further advice if 'SEND'. Deputy Head Academic also available for advice on this.

Contacting home: All communication with parents must go via the tutor unless previously agreed. All email communication with parents/carers should be copied (Bcc) to the External relations Coordinator (and Houseparent for boarders) to be placed on the pupil's record, please include SSLT for more serious matters.

Appendix 4 Senior school sanctions grid

Level	Examples of offences	Action	Examples of possible sanction / consequence	Log Points / gating slots
Level 1	Unexcused lateness / Poor time keeping Inappropriate behaviour in the dining hall / corridors / classroom / yard / house / bus (e.g. <i>eating, talking, fiddling with equipment</i>) Contravention of mobile device policy Leaving the tutor base in a mess Late work / missing Prep Leaving yard / tack room untidy	Teacher / Yard Manager / Instructor: verbally reprimand pupil, issue 'sanction' and record incident on daybook	Verbal reprimand Removal from lesson / yard etc if the 2 warnings have been issued Menial tasks on yard or in school e.g. tidy tutor's base, removal of gum (tasks must not be humiliating in their nature nor conversely bring prestige to the pupil) Confiscation of mobile device (for the remainder of the day)	1 point 0 slots
	Failing to sign out of house Late to bed in house Leaving the kitchen / house areas messy Late for Prep	Houseparent to administer sanction and record in house log book	Time out in quiet room No TV time Menial tasks in House e.g. kitchen / laundry tidying (tasks must not be humiliating in their nature nor conversely bring prestige to the pupil) Early bedtime	
Level 2	Repeated L1 behaviours in a week Missing registration Use of offensive language Being evasive with the truth Passing on gossip Not performing duties for horse Inappropriate behaviour on school trip/fixture Discourteous behaviour towards staff Mean behaviour towards others Disruptive behaviour in lesson (& sent out) Accidental damage to property following incidences of poor behaviour.	Teacher / Yard Manager / Instructor: verbally reprimand pupil, and record incident on daybook Form Tutor: issue sanction	The completion of further menial (not onerous) tasks during free time Written apology Lunchtime detention with class teacher Loss of privileges. Seated in dining hall in defined area near House staff or form teacher Asked to leave the yard Possible letter home	2 points 20 slots
	Missing roll call Repeated bedtime disobedience Repeated poor behaviour in house	Houseparent to administer sanction and record in house log book & daybook	No TV time Loss of house privileges / free time The completion of further menial (not onerous) tasks during free time Possible Boarding report card and Letter home	

Level	Examples of offences	Action	Examples of possible sanction / consequence	Log Points / gating slots
Level 3	<p>Deliberate lack of respect to others and / or their property*</p> <p>Out of bounds / late return without permission</p> <p>Defacing school property</p> <p>Smoking outside / 'vaping' (1st offence)</p> <p>Possession of smoking / vaping paraphernalia</p> <p>Minor breach of ICT acceptable use policy</p> <p>Inappropriate physical contact / fraternisation (including COVID-19 misdemeanours – first offence)</p> <p>Missing detentions, lessons / games / activities</p> <p>Copying work / plagiarism</p> <p>Dangerous behaviour; risk to self / others / horse</p> <p>Defacing house / school property</p> <p>Repeatedly breaking yard rules / failing to do duties for horse</p> <p>Antisocial or verbally threatening behaviour</p>	<p>Class Teacher / Yard Manager/ Instructor: verbally reprimand pupil, and record incident on daybook</p> <p>Form Tutor: Issue sanction & contacts parents (consultation with SSLT as appropriate)</p>	<p>Withdrawal of privileges</p> <p>Report card</p> <p>School detention</p> <p>Asked to leave the yard</p> <p>After school yard detentions (To perform menial tasks)</p> <p>Restricted access to the equestrian centre</p> <p>House gating / boarding report card</p> <p>*Serious incidents of lack of respect / inappropriate physical contact can result in a child being immediately removed from class</p>	<p>3 points</p> <p>60 slots</p>
Level 4	<p>Repeated L3 misdemeanours</p> <p>Public use of obscene language or gestures</p> <p>Repeated deliberate contravention of safe practice and behaviours that risk safety of others (COVID-19)</p> <p>Major breach of ICT acceptable use policy (E.g sexting)</p> <p>Defiance or deception towards staff</p> <p>Possession/distribution of offensive material or legal but prohibited items e.g. Alcohol</p> <p>Repeated internet misuse</p> <p>Repeated 'smoking/vaping' or smoking inside a building</p> <p>Physical / aggressive behaviour towards another member of the school community (including horse / animals)</p> <p>Truancy Verbally threatening behaviour</p> <p>Bullying behaviour</p> <p>Unauthorised consumption of alcohol</p>	<p>Class Teacher / Yard Manager/ Instructor: verbally reprimand pupil, inform member of SSLT, write up incident pass to SSLT and record brief outline on daybook.</p> <p>Form Tutor: Liaise with Deputy Head Pastoral</p> <p>Deputy Head Pastoral: Liaise with Head, issue sanction & contact parent</p>	<p>Internal / external exclusion or suspension (approx. 1-2 days)</p> <p>Report card/boarding report card</p> <p>Contact / meeting with parents</p> <p>Suspension from boarding</p> <p>Asked to leave yard with immediate effect & period of suspension from Equestrian Centre</p> <p>Withdrawal of riding privileges including being on a team</p> <p>Serious incidents of lack of respect / inappropriate physical contact or threatening behaviour can result in a child being immediately removed from class</p>	<p>5 points</p> <p>80 slots</p>

Level	Examples of offences	Action	Examples of possible sanction / consequence	Log Points / Gating slots
Level 5	Intimidation/defamation of character/cyber stalking Lewd conduct Gross rudeness Sexual Harassment Relationship abuse Gender based violence Stealing or vandalism Physical assault/ Serious or repeated bullying of a person or horse Behaviour that endangers others Malicious accusations against other pupils Indecent exposure/repeated sexting Serious neglect / abuse of horse Repetitive Level 4 behaviours	<p>Class Teacher / Yard Manager/ Instructor: verbally reprimand pupil, inform member of SSLT, write up incident pass to SSLT and record brief outline on daybook.</p> <p>Form Tutor (& Houseparent for boarders): Liaise with Deputy Head Pastoral</p> <p>Deputy Head Pastoral: Liaise with Head, issue sanction & contact parent</p>	<p>Boarding / report card Withdrawal of riding privileges including being on a team Parental contact & meeting with Deputy Head Pastoral / / Director of Riding as appropriate Suspension from school / boarding / Equestrian Centre (approx. 3-5 days)</p>	<p>10 points 100 slots</p>
Level 6	Repeated L4 / 5 offences Possession / supply / use of illegal drugs Involvement in terrorism / extremism Possession of a prohibited weapon Sexual Violence Serious or repeated violent behaviour Distribution of pornography Malicious accusations against staff	<p>Class Teacher / Yard Manager/ Instructor: verbally reprimand pupil, inform member of SSLT, write up incident pass to SSLT and record brief outline on daybook.</p> <p>Form Tutor (& Houseparent for boarders) Liaise with Deputy Head Pastoral and Head</p> <p>Sanction to be issued by Head</p>	<p>As Level 5, however, more likely to result in permanent exclusion from school</p>	