



POCKLINGTON PREP SCHOOL

BEHAVIOUR POLICY

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Philosophy

Good behaviour and discipline are key foundations of good education. Without an orderly atmosphere in school, effective teaching and learning are unlikely to take place. We all need to have a clear understanding of the Foundation's core values to create a caring school. Our School Values are:

Trust

The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

Truth

We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage

We challenge ourselves and each other to change for the better.

These values are promoted in school through collective worship, assemblies, personal, social and citizenship education, religious education, the ethos of the school itself and the example set by staff within it. We recognise and reward success and commitment, progress and achievement.

We aim to create and maintain a happy, secure and caring environment where everyone is valued as an individual. We put the well-being of our pupils first, with excellent pastoral care. We believe good behaviour needs to be carefully developed and that children need to be clear about the standards of behaviour expected.

Aims of Policy

- To create a calm, ordered atmosphere in which children and adults are happy, secure and hardworking.
- To ensure that everyone in school feels valued and is held in high esteem.
- To foster a spirit of co-operation, responsibility and independence.
- To encourage an understanding of the feelings, values, beliefs, and cultures of others.
- To give children a pride in their own achievements and in the achievements of others.
- To be fair and consistent as a staff team.

Equality Act 2010: When making decisions under this policy, the School will take into account any special educational needs or disabilities a pupil may have and any religious requirements affecting them.

We expect high standards of work and behaviour from all children and believe in positive reinforcement rather than emphasising the negative. Discipline will be consistent throughout the School and will be applied in a calm but firm way. The children will follow and adhere to the Pocklington Prep Respect Code; this is displayed in the termly calendars.

Pocklington Prep School Rules

A high standard of courtesy, common decency, tidiness, and honesty is expected from every member of the School.

On accepting a place in the School, pupils are accepting the Rules and a willingness to live up to them.

In recognition of the different levels of understanding and developmental stages within Pre-Prep and Prep, children in these two departments follow different sets of rules, with the Prep rules building on the Pre-Prep rules.

Pre-Prep's Golden Rules

In the Pre-Prep, the pupils will develop their understanding of the Respect Code by following the Golden Rules.

1. *Do listen to people. Do not interrupt.*
2. *Do be kind and helpful. Do not damage property or hurt people's feelings.*
3. *Do be gentle. Do not hurt anybody.*
4. *Always be honest. Do not cover up the truth.*
5. *Always try your best and enjoy learning. Do not give up.*

Prep Respect Code

In Prep, the pupils will follow the Respect Code.

*We **respect** and care for our school and everyone within it.*

*We show **respect** by listening when others speak and following instructions straight away.*

*We show **respect** for other people by moving through the school calmly and quietly.*

*We show **respect** by being on time with everything we need.*

*We show **respect** by being kind: keeping unhelpful hands, feet, objects and comments to ourselves.*

*We show **respect** by completing work to the best of our ability, allowing others to do the same.*

*We have the courage and **self-respect** to challenge ourselves in all we do.*

Promoting Good Behaviour

Staff support pupils through the following:

- A) Promotion of the Prep Respect Code and Pre-Prep Golden Rules:** The Prep Respect Code and Pre-Prep Golden Rules are set down in the termly calendar publication that contains easy-to-

reference information relating to a calendar of events and other information relevant to the smooth running of the School. All pupils and staff receive a copy and a separate copy is sent home for parents, which allows parents to work with their children in support of the school rules.

- B) Recognition and Celebration:** Recognition and the celebration of endeavour and achievement are at the core of the Pocklington experience. Staff are encouraged to offer praise and encouragement to their pupils. Formalised recognition also takes place in numerous ways such as in Pastoral Assemblies, House Assemblies, Prep and Pre-Prep Assemblies, on notice board displays, on the School website and across the School's publications.
- C) Working Together with Parents and Guardians:** Pastoral and Academic staff are encouraged to liaise with parents directly in promoting positive behaviour in and around school. As appropriate, parents and guardians will be contacted to inform of matters and, on occasion, may be invited to come to a meeting at school to discuss particular matters with relevant pastoral and academic staff.

More general points regarding good behaviour can be found in Appendix A.

Rewards

Rewards will be given to reinforce appropriate and acceptable behaviour. These rewards will take various forms and will be given consistently throughout the school. Positive rewards applied are as follows:

- Verbal or written acknowledgement in the form of a positive comment on a pupil's work.
- Informal praise and encouragement at all opportunities, in class and outside, including the recognition of courtesy and politeness, please and thank you.
- Form Teachers often have their own stickers and prizes as an extra encouragement.
- Speech Day prizes are awarded at Prize Giving relating to all aspects of School life.

Pre-Prep Specific Rewards

Alongside the 5 Golden Rules we strive to develop the following positive characteristics in our Pre-Prep pupils:

- Persistence
- Self-challenge
- Independence
- Empathy

Due to the age of the children involved, these skills are celebrated using the additional rewards outlined below:

Star of the Day – Each Form Teacher will select one child to be the Star of the Day. This child will receive a certificate and gain extra responsibilities on the following day. A child will be selected in recognition of a positive experience that day, be it in their learning or in a child's behaviour. The Form Teacher will keep a record of who has been 'Star of the Day' to ensure a fair system.

Star of the Week – Each Form Teacher will select one child to be the Star of the Week. This certificate is predominantly rewarded for children exhibiting persistence, independence, self-challenge and developing emotional awareness. The 'Star of the Week' will be awarded a certificate in our celebration assembly.

Celebration Assembly - Every week, children are selected to share a positive piece of work in our celebration assembly describing what the task was, how well they did and how it made them feel.

Teachers and Teaching Assistants will award stickers/stamps to children explaining to the child specifically why they are receiving them.

The Form Teacher will communicate positive messages in the Home/School Communication Book, where appropriate.

House System and Formal Rewards

All children in school are allocated to a House Team, to promote collaboration, peer support and shared goals. Our formal recognition of positive work and behaviour, allows pupils to contribute to their House Team as follows:

House points are awarded to individuals, be it for work or for other positive behaviour. House points go towards the House Merit Shield competition.

Work or behaviour of an outstanding nature will be recognised by the award of a **Distinction**. Distinctions are an opportunity for three or four people to praise a child a) the giver, b) the Form Teacher recording the Distinction, c) the Head of Prep, who signs the card d) the parents. Distinctions count triple points towards the House Merit Shield competition. They are recorded on iSAMS and presented in the weekly Celebration assembly by the Head of Prep School.

Sanctions

The School rejects the use or threat of use of corporal punishment under any circumstances. (Section 131 of the Schools Standards and Framework Act 1998). This includes any parent volunteers or any person living or working in the premises. Any person must not threaten corporal punishment and must not use or threaten any punishment which could adversely affect a child's well-being.

Use of Reasonable Force by Staff:

School staff can use "reasonable force" to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Staff are referred to the relevant Foundation Policy, 'Use of Force (restraint)'.

Wherever possible, staff will use positive reinforcement and encouragement to support all children in following the School Rules. Where pupils exhibit poor behaviour, this will be discouraged, and pupils will be helped to understand why this behaviour is not desirable.

Appropriate disciplinary measures available to staff:

In keeping with DFE guidance, there are a number of disciplinary measures that might be appropriate depending on the nature of the behavioural incident (s). These might include:

- A verbal reprimand
- Extra work, or repeating unsatisfactory work until it meets the required standard
- Behaviour Reflection exercise, during missed break or lunch, for the pupil to reflect on what happened and consider what they could have done differently.
- Regular reporting including start and end of break time; scheduled uniform checks etc.

Pre-Prep Specific Sanctions (including in the EYFS)* - Shining Stars

We recognise that young children are still learning about what is, and is not, acceptable behaviour and we support children in the Pre-Prep by addressing all behaviour, which breaks the Pre-Prep Golden Rules, through use of the clear, staged approach linked to shining stars.

At the start of every day the pupils will be given a Star on the Shining Star wall. They will keep their star if they maintain good standards of learning and good behaviour.

In the event that a child exhibits low-level undesirable behaviour which breaks the Golden Rules, they are helped to address it in the following way:

Stop and Think - On the first occasion, when a child exhibits a low-level undesirable behaviour, children will be given a verbal warning and asked to stop and think about what they are doing, before making positive changes.

Star moves to border - A repeat of this behaviour, or another low-level undesirable behaviour within the same day, will result in a child's star being moved to the border and their teacher will speak to them about making a positive change.

Loss of star – A further repeat, within the day, will result in the removal of their star.

If a child 'loses' their star, they will take a paper copy, with the date and reason for loss of star recorded on the back, to the Head of Pre-Prep and their parents will also be informed. At this point the Class Teacher will also speak to the child and restorative measures will be put in place.

In some circumstances, a single, more serious and age-inappropriate behaviour may result in an immediate loss of star. In the event that a child's behaviour is considered to be a serious contravention of the Golden Rules, one or more of the following will be put in place:

- They will be asked to do something to help others, to make amends
- They will be set Behaviour Targets, to help them to make positive changes to their behaviour
- They will be given a Conduct Card (for a serious incident) as a sign that the school disapproves of their behaviour
- As a last resort, fixed-term or permanent exclusion

Should similar, inappropriate behaviour continue, the child will speak with the Head of Pre-Prep/EYFS Behaviour Manager and the child will be warned of the consequences of continued misbehaviour. If the pupil's name is recorded three times in the Head of Pre-Prep's Behaviour Log, the Head of Pre-Prep will speak to the pupil individually and/or the pupil's parents and inform them that, as a consequence of their behaviour, they will be set 'Behaviour Targets' and their progress against these will be monitored on a daily basis. This may last more than one week, should it be deemed appropriate. The target sheet must be shown to the form teacher at the end of every day to ensure completion for that day. At the end of the week, the report will be sent home and returned to school with a parent response.

*For information on how the Pre-School children are supported to develop positive behaviours, please refer to the EYFS Policy.

Prep Specific Sanctions - Respect Cards

Children are supported in addressing all behaviour, which falls short of the Prep Respect Code, through the application of a clear, staged approach and the use of 'Respect Cards'. **Further information regarding the use of Respect Cards can be found in Appendix B.**

Children are told that they are our 'Pock Prep Reps' (representatives) who can be proud to represent their school, knowing that the school is also proud of them. When children behave in a way that falls short of our expectations, they are helped to address it in the following way:

Stop and Think – On the first occasion, when a child exhibits a low-level undesirable behaviour, children will be given a verbal warning and asked to stop and think about what they are doing, before making positive changes.

Yellow Card – A repeat of this behaviour, or another low-level undesirable behaviour within the same day, will result in a 'Yellow Card', which they will take to their form teacher who will speak to them about what they can do to make a positive change.

Orange Card – A further repeat of an undesirable behaviour within a short period of time, or a single concerning behaviour will result in an 'Orange Card'. They will take this card to their form teacher who will organise for them to attend Indoor Supervision where they may be asked to complete a Behaviour Reflection exercise. Their parents will also be informed.

Red Card – In the event that a child's behaviour is considered to be a serious contravention of our Respect Code, they will be given a 'Red Card', which they will take to the Deputy Head or Pastoral Lead who will organise for them to attend Indoor Supervision. Their parents will also be informed. According to the situation, one or more of the following will be put in place:

- They will be asked to do something to help others, to make amends
- They complete a Behaviour Reflection
- They will be set Behaviour Targets, to help them to make positive changes to their behaviour
- They will be given a Conduct Card (for a serious incident or a 3rd Orange Card in a term) as a sign that the school disapproves of their behaviour
- As a last resort, fixed-term or permanent exclusion

Behaviour Targets

Where pupils in the Pre-Prep and Prep exhibit repeated poor behaviour, they will be set Behaviour Targets and their progress against these will be monitored, on a daily basis. This may last more than one week, should it be deemed appropriate. All staff will be informed, so as to complete the form at the end of their lesson. The form must be shown to the form teacher at the end of every day to ensure completion for that day. At the end of the week, the report will be sent home and returned to school with a parent response.

A Work Card (White)

This will be issued when other approaches to address unacceptable work, work not done, or work not handed in after a previous warning have not seen the required improvement by the pupil. A teacher may issue a Work Card only in consultation with the Assistant Head (Curriculum) for Y3-6, or the Head of Pre-Prep for younger classes. The Work Card is to be sent home, signed by parents and returned to the Assistant Head (Curriculum). The Work Card will be placed on the child's file.

A Conduct Card (Yellow)

This will be issued when other approaches seem to have failed or for a clear breach of the Respect Code.

Only the Head of Prep, Deputy Head/Head of Pre-Prep or Pastoral Lead may authorise the issue of a Conduct Card.

A Conduct Card is issued either for an individual serious incident, or for a series of cumulative incidents. The card is our sign of formal disapproval and parents are asked to sign it, to show they have seen it, and to show support for the school's discipline policy. This is the purpose of sending it home. The Conduct Card should be returned to the Deputy Head the following day. The Conduct Card is placed on a child's file and, in the case of a serious incident, the Conduct Card is placed both in the pupil's individual file and in the Serious Incident File.

The Head of Prep School/ Deputy Head / Head of Pre-Prep / Pastoral Lead or Form Teacher may contact parents individually at (or before) this stage, depending on the reason for the issue of the card. On occasion, a letter may accompany the yellow card to add further background information.

Behaviour Monitoring

All individual instances of negative behaviour, which require any of the sanctions outlined above (including a verbal reprimand) will be recorded on the yellow 'Behavioural Incident/Record of Bullying' form. If a child has displayed repeated, low level unacceptable behaviour over a period of time, his/her behaviour will be monitored and this may also result in the completion of a 'Behavioural Incident' form. These behaviours are recorded on both the perpetrator and victim's personal Behaviour Logs and all individual Behaviour Logs are continually monitored by form teachers, the Pastoral Lead and the Deputy Head; a formal review of Behaviour Logs takes place each half term. This allows pastoral staff to identify patterns of poor behaviour, potential pastoral issues and patterns of victimisation or bullying.

Serious Incidents

The majority of incidents of misbehaviour will be dealt with through the process of the School Behaviour Policy. Any serious incidents of misbehaviour will be referred to the Deputy Head or Head of Prep School who will usually ask parents to come into school to discuss the situation. In such cases, fixed-term or permanent exclusion becomes an option. These sanctions can only be imposed by the Head of Prep School.

Behaviour outside of School

The School may apply the Behaviour Policy to any pupil behaviour, which takes place under School authority, i.e. when the pupil is within the School or taking part in any School-organised or School-related activity, travelling to or from School, wearing School uniform or otherwise identifiable as a pupil of the School. The School may also apply this policy to behaviour outside of School, which could have repercussions for the orderly running of the School, pose a threat to another pupil or member of the public or which could adversely affect the reputation of the School.

Working Together

It is our hope that all pupils can be supported, by all staff in School and by parents at home, to develop and exhibit positive behaviour which they, and we, can be proud of. Staff will work in collaboration with parents and maintain excellent lines of communication.

Pupils who would benefit from additional pastoral support will have access to the School Wellbeing Service as required.

This policy should be read in conjunction with the Prep School Anti-Bullying Policy.

Reviews: SC Aug 2013, JK Sept 2013, IDW Nov 2013, AW July 2014(re change of name), SC Jan 2016, RP Jan 2016, IDW May 2016, IDW Oct 16, IDW March 17, IDW Nov 17, IDW October 18, SC October 19, SC May 21, SC October 21, SW/SC August 2022.

Appendix A: More general points regarding good behaviour

In general - we expect pupils to look smart and to behave properly, acting in a friendly and considerate manner, which reflects well upon them and upon the school.

There are specific rules relating to particular areas of school, including the Swimming Pool, Science Room, ICT suite, Art Room and Library. These are displayed in or near the room concerned and must be read and followed.

All rules are designed for the safety and wellbeing of pupils, staff and visitors therefore to breach them is to cause potential harm or nuisance to others as well as to oneself.

Pupils can expect sanctions to be applied for breaking rules and failing to follow the Respect Code (Prep) or Golden Rules (Pre-Prep)

Uniform

- Pupils must wear their school uniform correctly. Smartness is an expectation.
- Full school uniform, including blazers, should be worn for journeys to and from school and for all official school functions and trips (unless other instructions have been issued). In Pre-Prep, the cardigan or jumper replaces the blazer.
- All pupils wear white shirts which must be of a similar style and material to those sold in the school shop. Top buttons must be fastened. Shirt tails must not be hanging out.
- Ties are to be worn properly and tied at a proper length.
- Blazers must be worn on journeys to and from school, when uniform is worn off premises and when moving between Pocklington Prep and the Dining Hall, Assembly Hall, Tom Stoppard Theatre or Pocklington School. Blazers (Prep) or cardigans/jumpers (Pre-Prep) may be removed when hot, with permission.
- Shoes must be black leather and polishable. They should be of sensible, low design. No big heels.
- Games kit. Pupils must change from games kit back into school uniform when leaving school after matches and practices unless the team coach states otherwise.

Hair, jewellery, badges and make-up

- Hair should be worn in a style which is neat and appropriate for school. Extravagantly short or conspicuous cuts are not allowed. Hair must not be dyed to look unnatural.
- Hair which is collar length, or longer, should be tied back.
- Hair accessories should reflect the school colours and not be extravagantly coloured or ornate.
- Jewellery is not allowed.
- Girls with pierced ears may wear a single pair of matching plain studs. For safety reasons these must be removed or covered during PE / swimming and games.
- No badges are to be worn other than those awarded by the school to denote positions of responsibility.

Movement

- Pupils must walk, not run, in all areas of the school. This includes stairs, footpaths and corridors.
- We keep to the left and in single file. This is especially important on stairs.

- Pupils should be aware of visitors and are expected to wait and hold doors for adults.
- When waiting, e.g. outside a room, pupils should do so quietly on one side of the corridor and in single file.
- At busy times, such as after assembly, pupils should not stop at noticeboards as this causes congestion.
- When outside, pupils should keep to the footpaths, especially during wet weather.
- Pupils must NEVER run across the car park / turning areas.

Bounds

- Pocklington Prep pupils stay on the school site at all times during the school day, unless escorted elsewhere by a member of staff.
- Pupils play on the fields in an area defined by the ends of the Pocklington Prep buildings and as far as the “two trees”, keeping off cricket squares or any seeded areas.
- The area around the squash court is completely out of bounds. A lost ball that goes into this area must be reported to the duty teacher.
- Climbing on roofs, walls and trees is expressly forbidden.
- Please respect the privacy of the Housemasters and keep out of their gardens unless needing to pass through.
- During lessons, and at all times other than when changing for break or games, the changing rooms are out of bounds.

Appropriate Play

- Rough and tumble play and ‘play fighting’ are not allowed.
- We expect all children to be kind to each other and to only use kind words, both in the classroom and also in their play.
- It is never acceptable for pupils to isolate other children.
- Pupils should always seek the support of duty staff at the time of any incident, so that it can be properly dealt with and the duty staff can liaise with the relevant form teachers.

Wet breaks

- When a wet morning break is declared, pupils stay in their form rooms and should not move about the school, nor enter the rooms of others. Quiet pursuits should be undertaken, and orderly behaviour is expected.
- Class teachers remain with their class during wet breaks.
- Wet break monitors from Year 6 go to their appointed rooms.
- When a wet lunchtime break is declared, Pre-Prep are supervised within one room by usual duty staff; Prep pupils have a small number of rooms they have to be within where various activities are provided and they are supervised by duty staff.

Changing rooms

- Pupils have their own pegs and storage area in the changing rooms and must use these to hang and store their coats, bags and games kit. No other person’s area should be used. Kit should be hung up properly, zipped into the games bag, and the locker area kept tidy.
- It is completely forbidden to interfere with and/or “borrow” the belongings of another pupil.
- Food and drink are not to be consumed in the changing rooms. Snacks are best kept in form rooms.
- Playing games of any kind or fooling about in the changing rooms is forbidden. Pupils should change promptly and quietly.
- Pupils must keep out of the shower area.
- Books and pencil cases or anything required for lessons should be taken at the start of day and not be left in bags in the changing rooms.

Matron

- Matron is there to help pupils who are ill or may have hurt themselves.
- A pupil who is ill or hurt should report to a teacher/duty person first.
- Pupils do not make up their own minds to go and see Matron


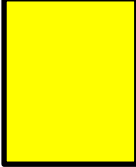
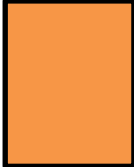
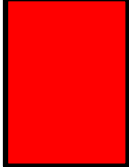
Mobile 'phones and their use

- Mobile phones or wifi enabled devices must not be brought to school, unless written permission is granted by the Deputy Head for extenuating circumstances e.g. they travel by bus and require a phone for the journey.
- Pupils who have written permission from the Deputy Head to bring their phone to school, must turn their phone off on arrival in school and leave it with the secretary during the school day.
- Pupils are responsible for collecting their mobile at the end of the day.
- Any need to 'phone home during the school day will be dealt with by the secretary or by matron.
- Just as with computers, pupils are expected to use their phones sensibly and with a care for others, whether in school or outside. Messages sent must be polite and/or informative and in no way designed to hurt.

Appendix B

Pocklington School Respect Cards

I am a 'Pock Prep Rep'. I am proud to represent my school, and my school is proud of me. If things go wrong, my adults will help me to change my behaviour in the following ways:

Card				
Reason	<p>An adult will give me a Verbal Reminder if: I am not listening I am not trying I have done something silly I have said something silly</p> <p>Or I am doing something else that they think I should stop.</p>	<p>An adult will give me a 1st Yellow Card if:</p> <p>I have not tried my best in class I have not listened and followed instructions I have been physical with someone within a game I have been unkind I have controlled someone to stop them making their own decisions I have not followed the Respect Code</p> <p>Or I am doing something else that they think I should stop.</p>	<p>An adult will give me an Orange Card if:</p> <p>I receive a 2nd Yellow Card for behaviour I have not changed</p> <p>Or</p> <p>I have purposefully hurt someone I have used inappropriate language (near people not to people) I have intimidated someone I have refused to follow instructions I have been rude to an adult I have refused to do my work I have damaged property</p> <p>Or I have done something else that they think is serious and unacceptable.</p>	<p>An adult will give me a Red card if:</p> <p>I have been physically violent towards someone I have sworn or used seriously inappropriate language towards someone I have used racist or homophobic language I have repeatedly intimidated others I have continued to refuse to follow instructions I have been repeatedly rude to an adult I have repeatedly refused to do my work I have purposefully caused serious damage to property</p> <p>Or I have done something else that they think is serious and unacceptable.</p>
Sanction	<p>I need to stop what I am doing and try my best.</p>	<p>I need to stop what I am doing and try my best.</p> <p>I will take my Yellow Card to my Form Teacher The adult who has given me the card will record it.</p>	<p>I will attend Indoor Supervision & my parents will be informed.</p> <p>I will take my Orange Card to my Form Teacher, who will tell me when to attend Indoor Supervision and update my Pupil Log.</p>	<p>I will attend Indoor Supervision & my parents will be informed.</p> <p><i>And one or more of the following:</i></p> <ul style="list-style-type: none"> • I will be asked to do something to help others • I will be set Behaviour Targets, to help me to make positive changes to my behaviour. • I will be given a Conduct Card (for a serious incident or a 3rd Orange Card in a term) as a sign that the school disapproves of my behaviour. • Temporary or Permanent Exclusion – this is a last resort. <p>I will take my Red Card to Mrs Cobb or Mrs Rogers, who will decide on my sanction and update my Pupil Log.</p>