



Fettes College Preparatory School

Promoting Positive Behaviour Policy 2025-2026

Updated August 2025
Review Date August 2026
Responsibility – RJD (Deputy Head) & PLT

PROMOTING POSITIVE BEHAVIOUR POLICY

Promoting Positive Behaviour and Standards

The School's *Promoting Positive Behaviour Policy* is based on our belief that all members of the Fettes community, staff and students have an individual responsibility to contribute positively to a tolerant and inclusive school society through the positive relationships we build. Positive relationships and behaviour are integral to achieve a happy, healthy and safe learning environment.

This is reflected within the Aims of the College to ensure that our students “*feel valued and respected as individuals*” and “*feel safe, have a sense of personal worth, be thoughtful, and considerate to the needs of others...*”.

A positive school community is one in which children and young people feel included, respected, safe and secure, and is a place where students feel their achievements and contributions are valued and celebrated.

All students should be aware of the school behaviour, policies, standards, expectations, and consequences. Every student should be supported to achieve the behaviour standards.

It is understood that children of prep school age will make mistakes and the school's aim is to ensure sanctions are reasonable, proportionate and take account of the individual's age and stage; therefore much of what follows are guidelines, rather than definite outcomes. That said, the School must protect the safety and wellbeing of all its student's and staff.

This policy has been informed by the following policy and legislation¹:

- United Nations Convention on the Rights of the Child
Article 3 Best interests of the child: When adults make decisions, they should think about how their decisions will affect children.
Article 13 Sharing thoughts freely: Children have the right to share freely with others what they learn, think and feel, by talking, drawing, writing or in any other way unless it harms other people.
Article 28 Access to education: Every child has the right to an education. Discipline in schools should respect children's rights and never use violence.
Article 29 Aims of education: Children's education should help them fully develop their personalities, talents and abilities. It should teach them to understand their own rights, and to respect other people's rights, cultures and differences. It should help them to live peacefully and protect the environment.
- Developing a positive whole-school ethos and culture – Relationships, Learning and Behaviour (Scottish Government, 2017).
- GIRFEC Principles and Values
Our school community and ethos is based on the GIRFEC wellbeing indicators to ensure every child is safe, healthy, achieving nurtured, active, respected, responsible and included.

- Equality Act 2010

¹ United Nations Convention on the Rights of the Child; Developing a positive whole-school ethos and culture – Relationships, Learning and Behaviour (Scottish Government, 2017); Getting It Right For Every Child Principles and Values ; Equality Act 2010

Expectations of Students

- Follow the school's expectations and embody the school values
- Follow the rules of the school and instructions given by staff
- Be prepared for all lessons and complete work to the highest standard
- Show respect for everyone and do not disrupt the learning of others
- Arrive to lessons on time and always wear the full and correct uniform
- Always represent the school with impeccable standards
- Adhere and respect social rules and personal space

The role of staff

Staff have an important role in developing a calm, positive, structured and safe environment for students and establishing clear boundaries of acceptable student behaviour. Staff should teach and model expected behaviour and positive relationships, so that students can see examples of good habits and are confident to ask for help and support when needed. They should also constantly challenge students to meet the school expectations and maintain the boundaries of acceptable conduct.

All staff should communicate the school norms, routines, values and standards both explicitly through teaching behaviour and in every interaction with students. Staff should consider the impact of their own behaviour on the school culture and how they can uphold the school rules and expectations.

It is recognised that there will be occasions where students will behave in a manner which will require the member of staff to challenge, offer guidance and support, and issue appropriate sanctions.

The Prep School's *Promoting Positive Behaviour Policy* is firm and caring, with a high focus on trust, considerate behaviour and courtesy. For the most part, Fettes Prep School students are kind, caring and conscientious young people, qualities we seek to instill through a tutorship and class-teaching system which places strong emphasis on positive reward. Occasional incidents of misbehaviour are most often checked by a quiet cautionary word, enabled by the excellent relationships held between pupils and Staff. While we actively encourage pupils in their pursuit of excellence in the many areas of school-life, it is our insistence that they do so with the greatest respect and caring for the interests of others. As we introduce the young people to responsibility and leadership, we expect and seek to develop in them a great deal in terms of reliability, fairness and kindness towards others.

The discipline of the Prep School is assisted by a system of Stars, which reward instances of good behaviour, motivations and effort. Students hold accounts of Stars which count towards their House points. Certificates/badges: bronze, silver, gold, platinum, magenta and rainbow - are awarded to students who obtain 10, 30, 60, 90, 110 and 120. Tutors of classes within Preprep to S Form may also employ systems such as Dojo points as a step towards gaining Stars and award a Star of the Week.

"Red" stars are earned for actions in the classroom, while "Blue" stars are earned outside the classroom, usually for kindness, helpfulness etc and following our school values.

In line with our encouragement of the positive, stars and value stickers are awarded to pupils whose effort in their work or, in special cases, in their behaviour, are deserving. Pupils may also receive certificates and/or badges.

Occasionally pupils may forget about our school expectations and following the school rules, making the wrong choices. Through the use of splatts the school hopes that the pupil reflects on his or her behaviour and makes the right choices. A teacher will warn pupils that a splatt may be issued if they do not make the right choices. The school rules are outlined to all pupils at the start of the year in an age appropriate manner. These rules include the following:



Prep School Rules

We stay safe

- We never use devices without permission
- We sign in and sign out
- We keep our hands and feet to ourselves
- We are not inside school buildings unsupervised
- We don't leave school campus without permission
- We walk calmly and quietly in hallways
- We follow the ICT policy

We are inclusive and kind to everyone

- Bullying and prejudicial behaviour are never tolerated
- We are not bystanders: we all have a responsibility to report and call-out unkindness
- We include others in play

We are respectful of each other, school property, belongings and spaces

- We respect others' cultures, beliefs and identity
- We don't steal or touch other people's belongings
- We walk quietly and respectfully when in school buildings
- We do not look in others' lockers, bags or private property
- We do not bring in money, sweets or enabled smart watches
- We show interest in, and listen to, others
- We look after our school

We present ourselves positively and politely

- We are punctual
- We behave responsibly
- We always use our manners
- We wear our uniform correctly
- We do not chew gum



Academic Misdemeanours

These are largely the responsibility of the individual teacher, who *may* turn to a variety of sanctions which are age appropriate, these may include:

- Splatts are issued for misdemeanours
- In consultation with the Tutor and Director of Studies, the pupil being put onto a report card for a short period of time
- Academic Detention, issued to the more serious academic failings or lack of effort, these can be issued during activity times on a Tuesday or Thursday evening 6:00 – 7:00pm.

Behavioural Misdemeanours

- Splatts are issued for misdemeanours.
- Missed break. This takes away student's free time for a period of 15/20 minutes and is imposed by tutor or Deputy Head.
- Behavioural Detention, issued for more serious behavioural failings, is held on Tuesday and Thursday evenings, 6.00 - 7.00 p.m.

If a splatt is given to a pupil their form tutor will also be informed and this is logged. The form tutor will take this opportunity to speak to the pupil. If a pupil gets 3 splatts parents will be informed. If these continue to increase parents will be asked to come into school to speak with the tutor and the pupil. A pupils may be put on report card or miss break times to reflect on the accumulations of splatts or strategies listed below may be imposed to improve behaviour.

Strategies include:

- a quiet word from the teacher in private, sterner words to show displeasure
- pupil being moved to another seat, seating plan across classes
- restorative conversations with support/check ins
- daily or Weekly Report
- loss of privileges, breaks/lunchtimes/activities
- telephone call/letter to parents
- referral to DH

In all the above instances, the student's Tutor is involved in reinforcing both reward and consequence through discussion with the student. A boarder's Houseparent is kept informed and, where necessary, they will discuss matters with the student. Tutor's will support pupils who have been issued a splatt, reaching a total of three splatts in any half of term will result in discussion with parents/caregivers. If further splatts are issued a sanction may be issued following discussion between Tutor and Deputy Head.

In all the above instances, the student's Tutor is involved in reinforcing both reward and punishment through discussion with the student. A boarder's Houseparent is kept informed and, where necessary, they will discuss matters with the student. Reaching a total of five splatts in any half of term may result in further sanction following discussion between Tutor and Deputy Head.

The comprehensive list of school rules is outlined in the Prep School handbook and all students are instructed to consult it thoroughly. Breaches of these rules may result in the student being referred to the Deputy Head. Serious issues will be brought to the attention of the Head.

If a student is seen by the Head or Deputy Head on any issue which could lead to serious action being taken (greater than detention), one of the Prep School Child Protection team will be present, along with the student's Tutor or Houseparent. Major and/or persistent breaches of School discipline may result in suspension (which may be internal) or the student being asked to leave the school.

Bullying

In particular, the Prep School takes any allegations of bullying very seriously and all cases are referred initially to the Deputy Head who decides on the next course of action. In serious cases, the student may be asked to report to the Head, who may issue a warning or suspension. If there is a repetition of the bullying by the students concerned, they may be asked to leave the school. The School will follow the courses of action laid out in its *Counter-Bullying Policy*.

Serious Offences

Theft, sexual misconduct, smoking, vaping and the use of alcohol or drugs are serious offences and will be dealt with by the Deputy Head and/or Head. It is likely that the student will be asked to leave the school depending on the seriousness of the circumstances and the child's age and stage.

In the case of any involvement with drugs or other prohibited substances, the student will normally be asked to leave the School. Students who by their behaviour or their associations give cause for suspicion that they might be misusing drugs may be required to take a drugs test. Parental consent will be sought before a test is carried out. The use of New Psychoactive Substances (often referred to as "legal highs") is also prohibited.

Dress Regulations

We require members of the school to be well turned out and to give a good impression. The School Uniform Policy is to be adhered to. We expect students coming to classes or going on trips to be in uniform that is tidy, with clean shoes, ties properly tied and hair brushed. Information on uniform, hair and jewellery is included in the School Handbook.

Games clothing should be clean and tidy. If pupils are wearing tracksuit bottoms, their top outer layer should be their tracksuit top. Casual clothes may be worn at specified times. These must be clean, tidy, decent and named and must meet with the approval of Tutors and Houseparents. Extremes of fashion are not permitted.

Internet Access & Use

Students are required to read and electronically sign the *ICT Acceptable Use Policy*. The Policy is included in the School Handbook. A breach of the Policy may result in a ban from the ICT Network for a period of time and other disciplinary measures.

Chewing Gum

Chewing Gum is forbidden throughout the school. Any student breaking this rule will be given a Splatt and have the chewing gum permanently confiscated.

Mobile Phones

Day students or boarders may need their mobile phone to be brought into school for a very good reason. Phones should be handed in to the Deputy Head at the beginning of the school day and collected at the end of it or at pre-arranged times for boarders in order that they can phone home during break times. Failure to hand in a mobile phone is taken seriously and a second occurrence will result in a detention. Use of a mobile phone during the school day, other than for agreed purposes, will result in the confiscation of the device for a period of one week.

Within other areas of school life, the rules and guidelines are set out in the School Rules.

Related policies and documents:

- Counter-bullying policy
- Child on Child Abuse Policy
- ICT Acceptable Use Policy
- School Handbook

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