

### **Charitable Objects of St. Catherine's School**

*The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

## **St Catherine's School, Bramley PREP SCHOOL POLICY DISCIPLINE, REWARDS AND AWARDS**



**The Prep School refers to all staff and students in the St. Catherine's Preparatory which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1) and Prep. School (Key Stage 2).**

This policy was revised in October 2014 in line with the School's Policy Review Schedule which ensures that all policies are kept up to date, and replaces that which was updated in 2008 and August 2009. This policy should be read in conjunction with the Prep School Anti-Bullying policy, ICT Policy: Guidelines for acceptable use of technologies and Staff Code of Conduct. Consideration should be given to students with special educational needs and disabilities when allocating rewards in line with our Equal Opportunities Policy.

### **Policy Statement on Discipline**

At St. Catherine's the girls are expected to conduct themselves at all times in a considerate, tolerant and co-operative manner. We emphasise and praise positive behaviour and lay stress on:-

- |               |   |  |
|---------------|---|--|
| Courtesy      | - | to everyone  |
| Consideration | - | by being quiet and orderly when others are Working and by showing a respect for the Feelings of others and their possessions |
| Punctuality   | - | at all times   |

Every girl new to the school receives a St.Catherine's key ring on which is printed the traditions of St.Catherine's. Parents also receive this information in the Parents Handbook and staff via the Staff Handbook.

Positive role models are essential for promoting good behaviour and staff are encouraged to take every opportunity to promote and reward positive behaviour. PSHCE sessions, form time, assemblies, house, school council and tutor group meetings all provide opportunities for behaviour to be discussed openly and positively.

### **Rewards**

House Points should be given for spontaneous acts of courtesy or consideration for others, or occasionally as a reward for volunteering for certain tasks.

House Points should encourage and reward effort, achievement and/or excellence.

### **Breaches of Discipline**

Minor breaches of discipline are dealt with by the staff as they occur. More serious issues are referred to the Deputy Head, Staff or Head of Pre-Prep and will be referred to the Headmistress if appropriate.

Parents will be called to discuss serious misdemeanours after the full facts have been obtained from the children concerned and the matter has been investigated.

House points are a positive reward and should not be taken away.

### **Corporal Punishment is never used.**

### **Suspension**

Extremely rarely the school may suspend a pupil for a number of days for major breaches of the school rules. Each case is treated on an individual basis and support and guidance is available from the school. Any illegal behaviour such as the possession of drugs, shoplifting etc. could also result in expulsion.

### **AWARDS – see appendix 1**

### **Certificates**

Ballet, Music and LAMDA examinations take place regularly and certificates are presented at appropriate assemblies. In addition, certificates / medals awarded to girls who pursue activities outside of school are presented in Sharing Assemblies.

### **Senior School Speech Day**

Together with the Centenary Cup, other LIII awards presented at the Senior School Speech Day are: The Green Cup for Music, Drama Prize, Art Prize, Games Cup and an academic form prize for each LIII class.

Only girls in Lower III who have been awarded a prize join the Senior School for the prize-giving ceremony on Speech Day.

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N J Bartholomew  
Headmistress of the Preparatory School

28<sup>th</sup> October 2014