



The Mall School

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## **Behaviour, Rewards and Sanctions Policy**

### **Behaviour**

This is a whole school policy that also applies to pupils in the Early Years Foundation Stage (EYFS). The School has regard to the Behaviour and Discipline in Schools (2014) guidance and the Equality Act (2010), including issues related to pupils with special educational needs or disabilities and how reasonable adjustments are made for these pupils.

All children are expected to act with thought and consideration for others. A good standard of manners and personal appearance is encouraged as a reflection of pride in oneself and respect for others.

We want our boys to be safe, stay healthy, take part in the life of the school, work hard, look after their own property and respect that of others. We aim to instil in our pupils a spirit of tolerance and mutual understanding, and an awareness of the needs of others.

The school's Anti-bullying and Safeguarding policies are made available to parents on our website.

The school's discipline procedures are based on a positive system of rewards. In the juniors and seniors praise and positive feedback from teachers is vital. The principle of good behaviour is stressed by the Headmaster and Head of Juniors in assembly, and reinforced by all members of staff.

The Head of Juniors, Juliet Tovey, is the person responsible for behaviour, rewards and sanctions in Reception to Year 3 and the Deputy Head, James Fair, for Years 4 to 8.

The class teacher in the juniors (Reception to Year 3) and the form tutor in the seniors (Year 4 to Year 8) is the front-line pastoral carer and meets boys on a daily basis, taking registration, checking the homework diary and sorting out any immediate problems the boys may have with regard to the school day. Notes from parents regarding routine matters may be given to the class teacher/form teacher.

In the seniors (Year 4 to 8) a copy of The Mall Code is displayed in every class and is included in the boys' homework diaries. This also forms the focus of several assemblies in the autumn term and it highlights the manner in which boys from The Mall are expected to conduct themselves. In the infants and juniors, The Mall Promise is used. Form tutors and class teachers discuss these expectations with the boys. In the seniors, if a boy receives an

after-school detention, The Mall Code forms the focus of his reflection with the Deputy Head.

## **Rewards**

### **Juniors (Reception to Year 3)**

The main focus is on highlighting positive behaviour through praise and reward. In the juniors there is a positive rewards system that includes the following:

- Praise and positive feedback (both verbal and written)
- Stickers
- House stars
- Certificates awarded by teachers and given out at a weekly assembly by the Head of Juniors for good work or behaviour. Each boy usually receives one certificate a term.
- Boys may be mentioned in the fortnightly newsletter
- Stamps are awarded to the best class at lining up after each break and, at the end of the week, the class with the most stamps receives an award. Lunch staff also issue one certificate per year group for positive behaviour in the playground.
- In Reception and Year 1, we make use of the Sun/Rainbow/Cloud system. Reception boys can also earn the Star of the Week award, while in Year 1 the boys in each class earn team points. There is an award for the winning class, such as 10 minutes on the trikes.

There are four houses in Reception to Year 3, named after birds: Jays, Magpies, Robins and Swallows. The house system becomes more important as the boys move into Years 2 and 3. They compete against each other at games, on Sports Day and earn house stars for good work or behaviour. A captain from Year 3 for each house is chosen each term. House captains collate the house stars and perform other duties that help in the smooth running of the school.

We also follow our DAFT procedure at playtime which explains how boys should respond in the playground when someone is annoying them:

- Don't take any notice
- Ask them to stop
- Find somewhere else to go.
- Tell the teacher

A copy of the DAFT poster is displayed in all Reception to Year 3 classrooms and boys are given The Mall Promise which they sign at the start of the year. Both are explained in assemblies during the year.

### **Seniors (Years 4 to 8)**

In the seniors the reward system is based on credits. A boy whose behaviour is particularly good or helpful, who makes a strong contribution in class, whose effort is particularly impressive (for him) or whose performance/achievement shows real progress, should be given a credit. Credits go on the boy's credit card which he shows the Form Tutor so that

they can be recorded in the Form Room, before going to the House Leader. On each card there are 5 credits; each full credit card is worth 1 house point.

There are four senior houses, all named after Oxbridge Colleges although Pembroke also commemorates Pembroke House, a prep school amalgamated with The Mall many years ago. They compete against each other at games and work through a system of credits. The Senior Tutor oversees the credit and senior house system. Most staff are allocated to a House and attend House Meetings.

Competitions between houses are split into middles (Years 4 to 6) and seniors (Years 7 and 8). Currently competitions are held in, music, spelling, art/CDT, public speaking, general knowledge, football, rugby, cricket, athletics (Sports Day), cross country and swimming with the following points allocation for each house:

- First place: 40 points
- Second place: 30
- Third place: 20
- Fourth place: 10

Boys may also be awarded credits for individual performances within each competition.

Boys whose work or achievement/performance is exceptional (relative to the individual's ability) will receive a Headmaster's Commendation in Assembly. Teachers should give names to the Headmaster and send boys to show him their work. Additionally, boys receive five credits for a commendation. Teachers should keep a tally of credits and commendations in their marks books.

In Years 7 and 8 boys may exchange completed credit cards for snacks.

Colours are awarded to Year 8 boys of high sporting, musical or dramatic ability who have made an outstanding contribution. The Head of Sports, Music or Drama recommends to the Headmaster those boys and they are awarded colours ties and/or certificates in the end of term assembly.

Prize Day takes place in the last week of the summer term. Each class has a Form Prize (except for Year 8). It is awarded to the pupil who achieves the highest overall mark in the summer exams. The Old Mallian Prize is given to a particularly hard working pupil in each class from Years 4 to 7 who has made a significant contribution to School life as judged by the Form Tutor. A pupil cannot receive the OMA Prize two years in a row. Every subject has at least one prize and they are nominated by the Head of Department.

The top sportsman in each year is calculated by awarding a mark out of 5 for our five main sports and the pupil in each year group with the most points is awarded the prize. All other sports prizes are nominated by the member of staff who takes the relevant team.

Parents may offer to donate a cup but it will not be awarded until the following year's Prize Day and it may be known by the surname of the pupil only. All prizes are awarded at the discretion of the Headmaster.

## **Sanctions**

The Headmaster (or the Deputy Head) may propose and authorise the use of any sanctions which are in line with good educational practice, encourage good behaviour and reinforce The Mall Code.

Under no circumstances may any form of physical chastisement or punishment be used by staff (teachers, support staff, voluntary supervisors or any one acting in loco parentis), whether or not on the school premises. Staff may however use physical intervention to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person including the child himself (see the school's policy on Use of Reasonable Force). Staff must not threaten children with physical punishment nor any form of punishment which could have an adverse impact on the child's well-being.

### **Juniors (Reception to Year 3)**

Sanctions may include:

- Verbal reprimand
- Being moved to another part of the classroom or to another class
- Loss of part of break or lunchtimes (not the whole unless it is the afternoon break)
- Being sent to see the Head of Juniors
- Report card for a fixed period (usually a week). The report card to be discussed with parents before it is implemented.

Where a boy is repeatedly in trouble for the same offence it is important that the parents and the Head of Juniors are informed and that a proper record is kept. When repeated misbehaviour suggests an underlying problem, external agencies may be contacted following consultation between the class teacher, support teacher, parents and the Head of Juniors.

Where a boy is repeatedly physically or verbally abusive towards other pupils or staff, the class teacher must report this to the boy's parents and the Head of Juniors (see also the school's Anti-Bullying Policy).

Where a boy has a Special Need or a disability, reasonable adjustments should be made. The Head of Juniors and class teachers will discuss individual cases directly with the parents and, where necessary, the relevant external agencies.

### **Seniors (Year 4 to 8)**

In the seniors the disciplinary system is based on minuses. The Deputy Head, supported by the Assistant Head (Pastoral) is in charge of this system for the seniors.

Teachers of seniors give a minus by sending the boy to Reception to fetch the form minus book. After the boy's name has been entered the boy returns it to Reception. The minus book provides a record of minor disciplinary offences and the Deputy Head monitors minuses on a weekly basis and liaises with the Form Tutors about further action.

Teachers operate a warning system for boys. Boys are verbally warned that if they continue with inappropriate behaviour they will receive a minus. Depending upon the seriousness of

the behaviour a minus might be given without a warning. Minuses are normally given for:

- bad behaviour such as fighting or swearing
- misbehaviour (normally after a warning)
- disobedience (normally after a warning)
- late homework (normally after a warning)
- persistent poor work

Work that is badly or sloppily done must be repeated to the teacher's satisfaction, in the boy's own time. Year 4 boys should not normally be punished for poor organisation.

Where a boy has a special educational need or a disability, reasonable adjustments should be made. Individual Education Plans and staff briefings will alert staff and individual judgement should be exercised. The Assistant Head (Pastoral) and SENCO can advise staff.

It is not appropriate to give minuses for bullying as this will need full investigation and the parents must be contacted (see the school's Anti-Bullying Policy).

A report card may be used for a fixed period (usually a fortnight) to monitor a boy's behaviour. The report card will be discussed with parents before it is implemented.

When a letter of apology is requested by a member of staff, it will be handed to the Deputy Head in the first instance, who will photocopy it and pass on the original to the relevant member of staff. The photocopy will go into the pupil's file. If a letter of apology by a pupil is deemed to be unsatisfactory, the Deputy Head will return the letter to the parents and request that the boy writes a new letter.

If a boy receives two minuses in a week, or three over the course of half a term, then his parents are informed by the form tutor. Detentions are normally given after a boy has received three minuses in a week. Detentions may also be given for individual offences where a minus is deemed to be insufficient. Detentions are co-ordinated by the Deputy Head. A break time detention is given for Year 4 and after school for Years 5 to 8.

Where a boy has committed a serious offence, or has repeatedly received minuses or detentions which together represent an unacceptable pattern of behaviour a Saturday morning detention may be given.

The Deputy Head will keep a written record of detentions.

During the year there is a range of sporting activities, expeditions, residential trips and other activities. Participation in these is at the Headmaster's discretion and, where there is a serious concern about a boy's ability to conduct himself appropriately, he may be withdrawn from an activity.

## **Expulsion**

If the Headmaster judges that a boy's behaviour is detrimental to his own welfare or the welfare of others, is a risk in any way or seriously disrupts the learning of other boys, the Headmaster will suspend the boy from lessons while he speaks to the parents and reserves the right to suspend the boy from school pending satisfactory investigation and assurances from the parent. Such assurances can include a written behaviour contract agreed between the school and the parents. Ultimately the Headmaster can decide to ask the parents to remove the boy from school, in line with the Terms and Conditions signed by the parent and The Mall's Expulsion and Removal policy. The Headmaster keeps the record of any suspension or exclusion.

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