



## Good Behaviour Policy (A4)

Scope:	Magdalene House
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Author:	Senior Deputy Head Magdalene House
Reviewer:	Director of Studies Magdalene House
Approval body:	Risk and Governance Committee of the Board of Governors

### **Linked documents**

This policy should be read in conjunction with the following published documents

Anti-Bullying Policy (A4)  
PSHCE Policy (A5)  
Safeguarding Policy (A6)  
e- Safety Policy (A8)  
SEND Policy (A15)

### **Availability**

This policy may be viewed on the School website, and a printed copy is available upon request from the School Office/Pupil Services Team.

## **Introduction**

This policy aims to develop frameworks within which initiative, morality, responsibility and sound relationships can flourish. It encourages pupils to develop a sense of self-worth, respect and tolerance for others and to produce an environment in which they feel safe, secure and respected. The Good Behaviour Policy also enables children to show responsibility for their learning and their environment and an independence of mind. Children also develop a sense of fairness and an understanding of the need for rules and respect and tolerance for others' ways of life and different opinions.

## **Aims & Objectives**

- responsibility for their learning and their environment
- an independence of mind
- a sense of fairness
- an understanding of the need for rules
- respect and tolerance for others' ways of life and different opinions
- non-sexist attitudes
- non-racist attitudes
- a consistent approach to tasks
- an acceptable response to bullying and abuse
- self-confidence and self-control, together with sensitivity and consideration for others. They also learn how to take pride in themselves and their school and develop an interest in their activities

## **Implementation**

### **Staff**

All staff:

- will treat all children equally, irrespective of gender race or religion
- play an active part in building up a sense of community and will apply consistently the agreed standards of behaviour
- have a responsibility to model the type of behaviour felt to be acceptable
- will be alert to signs of bullying and racial harassment and will deal firmly with it and will alert other staff to such problems
- will deal sensitively with children in distress, will listen to them and deal with any incident appropriately
- will support each other in maintaining good classroom management and show sensitivity to each other's needs and difficulties

### **Corporal punishment**

Staff at Magdalene House will not give corporal punishment to a child. Staff will take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working on the school premises. Any member of staff who fails to meet these requirements commits an offence.

Magdalene House keeps a record of any occasion where physical intervention is used, and parents and/or carers will be informed on the same day, or as soon as reasonably practicable.

Staff will not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being.

### **Restraint**

The School does not advocate the use of physical restraint on pupils. An underlying principle of this policy is to create an ethos where it should not be necessary. Only in exceptional circumstances will physical intervention be used:

- to prevent pupils from committing a criminal offence
- to prevent pupils from injuring themselves or others
- to prevent pupils from causing damage to property, including their own property
- as a last resort, when all other de-escalation strategies (including positive handling techniques) have proved ineffective in preventing a pupil from engaging in behaviour which disrupts the good order and discipline of the School.

If required to use physical intervention, staff will:

use the minimum force necessary, proportional to the circumstances  
use the restraint as an act of care, and not as punishment.

## **Children**

- children's achievements, academic or otherwise, will be recognised
- rewards will be accessible to all children
- the assembly will be used as an opportunity to acknowledge achievements and to foster a sense of community
- children will be encouraged to share their achievement with a senior member of staff, their parents and other children
- examples of children's work and achievements will be displayed in the classrooms and around the school

## **Unacceptable Behaviour**

- disobedience
- biting, spitting, hitting and kicking
- inappropriate sign language and swearing
- making unkind remarks
- damaging property
- answering back, rudeness or aggression to adults
- stealing
- truancy
- racist or sexist comments, gangs and bullying
- Temper tantrums and physical disputes will be dealt with and children restrained if necessary.

## **Sanctions**

A quiet, firm reprimand from a member of staff is expected to be sufficient to correct errant behaviour. However, if this fails to correct the behaviour of a child the following procedures may be adopted:

### **In the classroom**

- time out - removal from the scene of an incident. This may mean working at a different place, working outside the classroom, working in another classroom by arrangement with the class teacher, working under the supervision of the Senior Deputy Head Magdalene House.
- giving of detention (see Appendix)
- children who lose their free time do not take part in any activities for their allotted time - either in the classroom or under the supervision of the Senior Deputy Head Magdalene House.

## **In the playground**

A verbal warning is given for any playground rules which are broken and a short 'timeout' given.

Children may be sent into school and given a green behaviour form to complete under the supervision of the Senior Deputy Head Magdalene House.

### **Persistent inappropriate behaviour may result in:**

- completion of a yellow or red behaviour form dependent upon the severity and/or repetition of the offence
- meeting with parent(s)
- letter/telephone call to parent from the Senior Deputy Head Magdalene House.
- other sanctions following discussion between parents, class teacher and Senior Deputy Head Magdalene House.
- exclusion from school (in extreme cases only – Senior School guidelines to be followed)

## **Rewards**

### **In the classroom**

- praise from staff
- responsibilities given
- time in the classroom when good work and good behaviour are acknowledged (e.g Circle Time )
- showing good work to the Senior Deputy Head Magdalene House.
- 'Points up' given for behaviour over and above the expected standard
- merit stickers - individual staff may wish to award stars for good work or behaviour and do so at their discretion

### **In the playground**

Praise is for particularly commendable behaviour – this may also be mentioned in assembly.

## **Parents**

Parents have a vital role in promoting good behaviour in school, and so effective home/school liaison is very important.

The school expects that parents will give their full support in dealing with their child's behaviour. We discuss any problems or difficulties with parents as soon as they arise and hope that they will come into school to bring any issues affecting the behaviour or happiness of their children.

**We ask parents:**

- to keep us informed of behaviour difficulties they may be experiencing at home
- inform us of any trauma which may affect their child's performance or behaviour at school e.g. a death in the family
- inform us about their child's ill health and any absences connected with it

**The school will endeavour to achieve good home/school liaison by:**

- Promoting a welcoming environment within the school
- giving parents regular constructive and positive comment on their child's work and behaviour
- encouraging parents to come into school on occasions other than parents' evenings
- keeping parents informed of school activities by letter, newsletter, etc
- involving parents at an early stage in any disciplinary problems

**Other Agencies**

Full use will be made of outside agencies as necessary and appropriate.

**Care of school premises and sites**

Everyone in the school is responsible for the care of the school premises. Children and staff are encouraged to feel a sense of ownership for the school and its environment.

- staff display children's work to a high standard
- the building is expected to be kept clean and tidy
- the grounds are expected to be kept litter free and the plants well maintained.

Children are encouraged to take pride in their own appearance and belongings and to accept responsibility for their own belongings.

**Malicious Allegations**

Malicious allegations concerning staff (teaching or non-teaching) will be treated as a significant breach of the school's Good Behaviour Policy and may result in the suspension or permanent exclusion of the pupil making the malicious allegation. Persistent offenders may be reported to the police if there are grounds for believing a criminal offence may have been committed. (DfE statutory guidance 10th September 2012)

All members of the school community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of the school community will be treated with the utmost seriousness.

## **Appendix**

### **Green forms**

A green form detention (Prep 3 – 6 only) involves the forfeit of a playtime or stipulated part of playtime for any child whose misdemeanour is relatively serious, persistent or is in any way anti-social. Such sessions are carried out in the corridor outside the staff room and are supervised by the member of staff who has set the detention, during which the child is required to fill in the form which asks the child to answer questions about their behaviour and what they could have done to improve it. The form carrying the reason(s) for the detention, is signed by the issuing member of staff and by the Senior Deputy Head Magdalene House and is then kept as part of the child's record until the end of term, or beyond if it constitutes evidence of a continuing problem.

### **Yellow and Red Forms**

A yellow or red form is issued to a child, whose persistently unacceptable behaviour has failed to modify after previous sanctions have been attempted and after full consultation with the Senior Deputy Head Magdalene House and parents. The forms will become part of the child's record and if necessary, be used as evidence of a behavioural pattern.

### **Circle Time**

Circle time is a regular (usually weekly) time when the class gathers together to share news, discuss matters of interest/concern, consider rules/codes of behaviour, etc., give opportunities for individuals or groups to celebrate successes or make complaints. This is part of (Personal, Social, Health and Citizenship Education) PSHCE.

### **Rules**

At the beginning of the academic year, each class will collectively agree a set of **Class Rules** which are then displayed in the room. If appropriate, these may be reviewed during the year.

There is also a copy of our Code of Conduct, which applies to the whole school, in each classroom and in both the Crush Hall and Alan Salmon Hall. All rules are regularly discussed in assemblies and in class and are reviewed by the staff as appropriate.