

## **St Margaret's Behaviour Management Policy**

(Including discipline, suspension and exclusions)

This policy is supported by the Anti-Bullying Policy, the Child Protection Policy, the School Rules and the Code of Conduct.

At St Margaret's we have high expectations with regard to behaviour and mutual respect at all times. Girls of all ages are taught how to behave appropriately according to the activity in which they are engaged, and to show consideration to others at all times. All members of staff are involved in the maintenance of good discipline under the leadership of Heads of Year, Heads of Department and Senior Management.

Poor behaviour, whatever the context is not accepted. This includes behaviour in school, in the vicinity of the school, on school trips, when travelling to and from school, when wearing school uniform, and at any time and place, including on the internet, when it is likely to bring the school into disrepute.

Bullying is not tolerated and is dealt with according to the School's Anti-Bullying Policy

Members of Staff take note of unexplained changes in behaviour which are then discussed with pastoral team leaders, (ie Heads of Year, Heads of Preparatory and Infant Departments), who advise on the appropriate course of action. This might involve talking to the girl and/or her parents, or informing the Child Protection Officer in accordance with the School's Child Protection Policy.

Consistently poor behaviour could be indicative of an undiagnosed learning difficulty and is discussed with the Learning Support Co-ordinator.

### **Suspensions and exclusions**

In the event of a significant breach of school rules, such as leaving the site without permission a pupil may be suspended from school for a period not exceeding 3 days. A pupil is only allowed to return to school after her parents have met with the Headteacher and undertakings regarding future conduct have been given. Suspension is at the discretion of the Headteacher.

A pupil may be excluded from school only after consultation with the Chairman of Governors or his Deputy. Exclusion may be used in the event of a serious offence such as being found in possession of drugs or other illegal substances, or an act of violence.

Corporal punishment is never used, and physical intervention is only used as a last resort according to the School's Physical Intervention Policy

## **Senior Department**

Expectations with regard to good behaviour are reinforced through form times, assemblies, and chapels, through PSHE lessons and by example and are encapsulated in the Pupils' Code of Conduct which is in the homework diary which all girls receive in September each year. Prefects and senior girls model and encourage considerate, respectful behaviour and actively promote adherence to the code of conduct and the school rules.

The school rules, also found in the homework diary list the more precise expectations with regard to matters of behaviour, etiquette and safety which are enforced in school.

Good behaviour is recognised and rewarded by praise or the awarding of a commendation which earns points towards the house totals each term. Prizes for outstanding achievement or endeavour are awarded annually at prize giving.

Poor behaviour such as late prep, talking in chapel, running in the corridor is dealt with by a reprimand or the issuing of a house mark which counts against the house total each term. For a more serious offence such as rudeness, a repeated offence or two house marks gained in quick succession a teacher or form tutor might impose a lunchtime detention.

Persistent offending, three house marks gained within two weeks or a single more major offence results in a formal after school detention supervised by a senior member of staff. Parents will be given at least 48 hours' notice of an after school detention by the Head of Year of the pupil concerned.

## **Preparatory Department**

An emphasis on good behaviour and courtesy is encouraged at all times. Children are expected to show politeness and respect to visitors, members of staff and parents. They are taught to stand up when an adult enters the room, open doors and stand aside to let visitors pass. Respect for each other and each other's property is expected. Poorly behaved and disruptive children not only cause upset within a class but prevent other children from learning. It is therefore vital that parents support the staff on discipline matters.

### **Classroom Rules**

At the beginning of the Autumn Term 'Classroom Rules' are discussed in each Form's PHSE lessons. The children are encouraged to think about rules that are necessary to enforce in their own classrooms. With the help of the

Form Teacher Years 3, 4 and 5 create their own class list of rules which are displayed in their classrooms. Attention is then drawn to this list each time a rule is broken.

### **Playground Rules**

A permanent list of playground rules is displayed in the preparatory classroom block.

In certain circumstances, where younger children have experienced social difficulties on the playground and feel vulnerable, they are allotted a 'Playground Friend' who is usually a Year 6 pupil to whom they can turn to for support.

Lunchtime supervisors and duty staff supervise the playground at all times. Any incidents of poor behaviour are reported to the Class Teachers who deal with each situation as and when they arise. Incidents are noted in the 'Incident Book' which is located in the Preparatory Department's Staff Room. When necessary, these incidents are mentioned in the Friday Assemblies when all members of staff discuss with the children incidents of good and poor behaviour that have occurred during the week. No names of the offending children are mentioned at this time.

### **Commendations, Award Marks and House Marks**

Good work and good behaviour are awarded with 'Commendations' and 'Award Marks'. At the end of each week the Commendations are counted up and in the Friday Assembly the children with the most Commendations are applauded and praised. Children's books with 10 Commendations are handed into the Head of Department on Friday lunch times for a 'Well Done' sticker and children with three stickers (ie. 30 Commendations) are awarded with a motivational pencil.

Award Marks are discussed in the Friday Assembly and the recipients are applauded and praised.

Disruptive and anti-social behaviour are punished with 'House Marks'. All the children in the department become very upset when a House Mark is issued. House marks are only given in extreme cases and are very much frowned upon by the whole department. However, most incidents of poor behaviour are mentioned in assembly. The children are reprimanded, usually by the Class teacher who may impose a lunch time detention. For more severe matters the Head of Department reprimands the child, imposes detentions and when necessary speaks to the child's parents. A Cause for Concern Sheet is placed in the child's file and is sent to the Head.

The Commendations, Award Marks and House Marks are added and subtracted at the end of the year and a cup awarded to the house with the highest total.

## **Infant Department**

### **Promoting Good Behaviour**

Each class teacher uses her own discretion to encourage good behaviour, by means of rewards. Expectations and rules are made clear to all pupils, with a range of opportunities given for reinforcement. Self respect and respect for others underpin all that we do. The importance of making good choices and taking responsibility for one's own actions is also recognised.

### **Unsatisfactory Behaviour**

Each class teacher uses her own discretion to discourage poor behaviour. Where possible, positive behaviour management is adopted. On no account are children physically reprimanded (unless the child's safety is under immediate threat). Raising one's voice is used very sparingly in a pre-meditated way. Appropriate sanctions are loss of choosing time; loss of play time-one minute for each year of child's life; informing parents (if appropriate); loss of points (in a group situation).

Children who are consistently reprimanded for poor behaviour are also praised whenever appropriate to reinforce good behaviour. Consideration is also given to events that lead to poor behaviour, with children being encouraged to take control of situations by making good choices. The Head of Department should be made aware of children whose behaviour consistently gives cause for concern and parents involved in managing their behaviour.