

POLICY TO PROMOTE GOOD BEHAVIOUR (JUNIOR SCHOOL)

Owner: PMM/HGH
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1 Introduction

1.1 Aims

- To establish a stable, secure, happy and purposeful atmosphere in which the pupils can thrive academically, socially, personally and spiritually.
- To encourage respect for all, valuing differences and recognising the rights and needs of others.
- To develop an understanding of the benefits of co-operation.
- To develop pupils' self-discipline and honesty.
- To encourage pupils to contribute positively towards finding solutions in cases of disagreement or conflict.
- To give the pupils an appropriate experience of posts of responsibility, e.g., as form captains, to improve their self-esteem and sense of responsibility.

1.2 Statement of Ethos

- 1.2.1 In general, Junior School pupils are enthusiastic, well-mannered and keen to please. It is important that there is a general expectation of good behaviour and that occasional lapses are dealt with as positively as possible, so that a pupil can come out of the situation with some dignity and self-respect, otherwise there is little incentive to improve.
- 1.2.2 It is an important principle that once dealt with, an incident is regarded as closed and will not be held over a child's head or referred to again unless the same behaviour is repeated. It is vital that all those involved understand and accept this point.
- 1.2.3 In dealing with an incident, special circumstances will be taken into account, including specific learning difficulties and disabilities.
- 1.2.4 Similarly, minor incidents will not normally be reported to the parents if they have been satisfactorily resolved in school. If a member of staff feels that an incident warrants reporting to the parents, he/she should discuss it with the Deputy Head of the Junior School or the Head of the Junior School, who will take a decision and contact the parents if necessary.
- 1.2.5 The Junior School uses the Golden Rules, which are displayed in every classroom and around the school, and which emphasise the positive before the negative. The Golden Rules are frequently referred to and reinforced in Assembly, and staff should use the language of the Golden Rules in discussing or commenting on behaviour.

Whilst important throughout their time at the Junior School, it is especially important that pupils joining the school are nurtured through their transition, and that these expectations are sensibly reinforced:

1.3 The Golden Rules

- Do be Gentle - do not hurt anybody.
- Do be kind and helpful - do not hurt people's feelings.
- Do work hard - do not waste your own or other people's time.
- Do look after property - do not waste or damage things.
- Do listen - do not interrupt.
- Do be honest - do not cover up the truth.

1.4 Expectations and Code of Conduct

1.4.1 Pupils are expected to:

- Show respect to all members of the school community
- Show good manners by saying please, thank you and sorry and by offering help to others when needed
- Speak in a pleasant and polite way at all times
- Be prepared to admit mistakes and make amends
- Listen attentively and follow instructions
- Be prepared to admit if they are wrong and say sorry if necessary
- Work diligently, both in school and at home; to take increasing responsibility for their own work and for completing and giving it in on time
- Be punctual
- Move sensibly and safely around the building, keeping to the left on stairs and in the corridors and never running or pushing
- Keep noise to a reasonable level in the building, and to keep silent when required, e.g., during fire drill and coming into assembly
- Comply with the Code of Conduct as set out in Appendix A

1.4.2 Staff are expected to:

- Be calm, consistent and fair
- Praise and encourage good behaviour as much as possible
- Praise and encourage any improvement and effort
- Use the school rewards system to encourage good manners, behaviour, improvement and effort
- Expect and insist on good behaviour from all pupils
- Set a good example in their own personal conduct and behaviour
- Never to embarrass, humiliate or shout at a child
- Where possible, to praise in public and reprimand in private; to try to deal with incidents and disputes confidentially and away from the rest of the class or group
- Listen to both sides of the story, always asking what happened rather than accusing a child
- Ask open questions and listen to the whole story without interrupting or making assumptions
- Decide and, where necessary, seek advice on sanctions, if any, and explain them to the child, making sure that she understands what she has done wrong and setting targets, if appropriate

- Record and monitor the progress and effectiveness of such sanctions and target setting
- Be prepared to admit if they are wrong and to say sorry if necessary
- Be aware that times of transition to and from the Junior School may be particularly difficult for some pupils, who may exhibit uncharacteristic behaviours at these times.

2 Procedures on Promoting Good Behaviour

2.1 Merits (House Points)

- 2.1.1 Merits are awarded for good or improved work or an extra effort. It is important that good effort be rewarded even if the resulting work may not be the best in the class - the important criterion is whether the work is good for that particular child, and merits are used to reward and encourage such effort. They are also awarded for good or improved behaviour, extra helpfulness, kindness etc. Where possible the language of the golden rules will be used in awarding these merits.
- 2.1.2 Merits may be indicated by the letter “M” at the bottom of a piece of work or may take the form of stickers. Exceptionally good work will be taken to the Head of the Junior School, who will make a list of all work brought to her and present certificates in assemblies and share news of awards in the Friday Newsletter
- 2.1.3 Merits for individual children are recorded in SIMs. House totals are displayed on the plasma screen, j-ilp and announced in assembly at the end of each term.
- 2.1.4 Pupils accumulate merits and are awarded the following:
- For collecting 25 merits - certificate awarded in House Meetings
- For collecting 50 merits - Bronze Certificate and badge
- For collecting 75 merits- Silver Certificate and badge
- For collecting 100 merits- Gold Certificate and badge
- For collecting 125 merits - Diamond certificate

Pupils for Praise

Pupils for Praise is a standing item on the weekly staff briefing and is linked to the weekly PSHE theme. Nominated pupils receive a certificate in assembly and their name is displayed on the school display screen and in the Friday Newsletter

3 Sanctions in the event of Misbehaviour

- 3.1 Failures to meet the school’s expectations of behaviour are dealt with on an individual basis and any necessary sanctions that are applied are designed to fit the particular situation and pupil, rather than accord to a rigid schedule, and this is part of the ethos of the school.
- 3.2 The school will consider whether a pupil’s behaviour gives cause to suspect that the pupil or another child is suffering, or is likely to suffer, significant harm and/or whether the behaviour amounts to peer-on-peer abuse. The school will take action in accordance with the Safeguarding (Child Protection) Policy as required; incidents of peer-on-peer abuse must be reported to the DSL in accordance with the Safeguarding (Child Protection) Policy. Any pupil who has experienced unacceptable

behaviour or has witnessed unacceptable behaviour from other pupil(s) or pupil(s) at a different school should report this to their Form Tutor. The school will take all reports very seriously and will investigate and act as appropriate and according to its processes. This includes allegations that have taken place away from school or online.

- 3.3 Special circumstances will be taken into account; these include specific learning difficulties and disabilities. Misdemeanours are discussed with the pupil concerned, by a member of staff with appropriate seniority.
- 3.4 Minor misdemeanours should be dealt with discretely. At the teacher's discretion, on an individual and case-by-case basis, sanction marks may be issued for repeated minor misdemeanours, following warnings which give the child the chance to correct her own behaviour. This information is also logged on CPOMS and monitored by the Deputy Head.
- 3.5 Sanction marks are recorded on SIMs by any member of staff and are monitored by the Deputy Head of the Junior School. If more than three sanction marks have been given during a half term, the Deputy Head of the Junior School will decide if a pupil should attend reflection time during a break time in her office Pupils will always be given an opportunity to reflect on the misdemeanour and look at ways of moving forward. Parents will be informed when a pupil has received three sanction marks during a half term period and what they were for. Every half term, sanction marks are deleted so that pupils can start afresh.
- 3.6 If there is a behaviour incident that is a more serious disciplinary matter than that worthy of a sanction mark, the matter should be reported to the Head or Deputy Head of the Junior School by the staff member aware of it. In this situation, the parents will be contacted and a detention equivalent to three sanction marks may be given. This will take the form of a detention with the Head or Deputy Head of the Junior School during which time the pupil will be given an opportunity to reflect on their behaviour and look at ways of moving forward.
- 3.7 Minor disciplinary matters are not routinely reported to parents, unless the misbehaviour is persistent. They are logged on CPOMS and monitored by Form Teachers and the Deputy Head. In the majority of cases, this is sufficient for pupils to understand the issues and address their behaviour. In the event of persistent minor matters, or more serious disciplinary matters which do not result in suspension or exclusion, normally the parents will be contacted by telephone or letter so that they are aware of what has happened and how the school has dealt with it. Wherever possible, where more than one pupil is involved, parents will be informed on the same day, and by the same means.
- 3.8 Where a pupil makes an accusation against a member of staff, which is proved to be malicious, appropriate disciplinary measures will be taken. See allegations against staff in the Safeguarding (Child Protection) Policy.
- 3.9 If a pupil misbehaves on a school trip, and must be sent home, the leader of the trip will liaise with the Head of Junior School and contact the parents directly to make arrangements. A meeting between the parents and the Head of Junior School will normally be arranged as soon as practical.

- 3.10 In exceptionally serious cases, as described both in the Parent Contract and in the Policy on Discipline and Exclusions (which is incorporated into Appendix B to this document), the school may suspend or exclude pupils.
- 3.11 The school keeps a log of minor sanctions imposed upon pupils for misbehaviour on SIMS (sanction marks) and any detentions on CPOMS (see 3.3).
- 3.12 The school prohibits the use of corporal punishment by any member of staff and volunteer helpers during any activity, on or off school premises. The Code of Conduct for Working with Children and Young Adults (Appendix 4 Safeguarding (Child Protection) Policy) which applies to all Staff who work for LEH sets out the circumstances when physical intervention may be permissible.

4 PSHE lessons

- 4.1 When friendship or other issues arise, the Form Teacher may use part or all of a PSHE lesson or form time to discuss these issues, without naming names.
- 4.2 During the transition period from infant school/pre-prep to the Junior School, PSHE lessons can be used to nurture the new girls through their transition and talk through, learn about and discuss coping strategies for dealing with new routines, new environments and forming new friendships.

5 Pupils who are cause for concern

Pupils of concern appear on the agenda of every weekly briefing under Cause for Concern, so that all staff are aware of any medical, family, behaviour or friendship concerns about any child in the Junior School. This information is also logged on CPOMS. Should any concerns become related to safeguarding matters, the Safeguarding (Child Protection) Policy will be adhered to.

6 Anti-Bullying Guidelines

The Junior School has its own anti-bullying guidelines leaflet, written following discussions in PSHE lessons and at the School Council. It specifies the types of behaviour which may be regarded as bullying, suggests self-help approaches and outlines the sanctions which will be taken against bullies. A copy of the guidelines is printed in pupil homework diaries and signed by pupils to say they have understood and accepted it. Form teachers devote PSHE time to going through the leaflet with their new classes at the start of each year Anti-bullying guidelines are displayed in classrooms.

7 The School Council

The School Council is made up of two elected representatives from each form and meets once a term. Meetings are organised by the Junior School Council Coordinator. The purpose of the School Council is to give the pupils a forum for their views and a taste of responsibility. School Council Form Reps are elected to represent the views of all pupils and take ideas and suggestions from each class to discuss at School Council meetings. Form Reps feedback ideas, information and suggestions to each class and where necessary, pupils to vote on actions that need to be taken. Two representatives from School Council also report back to the Head of the Junior School.

Related policies

Safeguarding (Child Protection) Policy

The Code of Conduct for Working with Children and Young Adults (Appendix 4 of the Safeguarding Policy)

Complaints Procedure

Link to “Behaviour and Discipline” in Schools:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf

APPENDIX A

LEH Values and School Rules

LEH Values

1. Be polite, helpful and considerate at all times.
2. Be welcoming and approachable to each other and to visitors, and inclusive and kind in our behaviour.
3. Show courtesy to all members of the school community.
4. Have communal responsibility for our surroundings, the environment and others' property.
5. Be conscious that we are members of the school and wider community and consider how we can best contribute to it.
6. Do our best to be punctual in arriving for lessons.
7. Respect and listen to the opinions, beliefs and cultures of others.
8. When travelling to and from school, be mindful of others around us and aim to create a good impression of the school.
9. Unite in celebrating the achievements of others.
10. Take pride in our appearance and wear correct uniform/dress code at all times.

School Rules

General

- 1 It is not intended that these school rules should be comprehensive. Courtesy, common sense, honesty and proper consideration for person and property are expected of all pupils.
- 2 School rules apply throughout school hours and on the way to and from school. They apply at any time to pupils wearing school uniform and in any organised school group or involved in any school or sporting activity.
- 3 Smoking, alcoholic drinks, drugs or any other dangerous substances are forbidden.
- 4 The Head Mistress may require the removal, at any time, of any pupil who does not comply with school rules.

Attendance and punctuality

- 5 Pupils must arrive at school for registration at 8.50am and remain on school premises until the end of the school day. Where pupils are absent through illness, parents should contact the School Office by 9.30am on the first day of absence. Permission should be

sought in writing for planned absence. We expect parents to plan all family holidays to take place outside term time. We understand that there may be exceptional circumstances in which a parent may legitimately request leave of absence for a child to attend, for example, a special religious or family event. Requests for absences must be obtained by writing formally to the Head of Junior School.

The School Environment

- 6 Pupils are expected to look after the school environment. Food may be eaten in the Dining Hall or play areas, and not in any other part of the school. Chewing gum is not allowed in school. Water is available from water fountains and pupils may bring their own reusable plastic water bottle. All litter should be placed in the bins provided around the school.
- 7 Pupils should observe the OUT OF BOUNDS rules.

Uniform

- 8 The school uniform should be worn properly and in accordance with the uniform list. Pupils are expected to look clean and tidy at all times. All items of uniform must be clearly labelled. Pupils with long hair must wear it tied back. Jewellery is not permitted. If ears are pierced, plain gold or silver studs only may be worn. Pupils must be able to remove their own earrings for PE lessons.

Property

- 9 All the personal property of each girl, including uniform, PE kit, instruments and watches must be clearly and securely marked with the owner's name. Money, toys and valuable items, should not be brought to school. The school cannot accept responsibility for valuables. Flasks or breakable bottles of any kind may not be brought to school. Tippex is not allowed.

Mobile Phones

- 10 Mobile phones are not permitted in school unless pupils are travelling on a coach or public transport. All phones must be handed in to the school office or member of staff on morning duty and collected from the office at home time.

Confiscated items

- 11 Banned or inappropriate items may be confiscated. Once confiscated, items should be collected from the Head of the Junior School on the Friday of the week following the confiscation.
- 12 Mobile Phones, if confiscated (e.g., for being used in school) may be collected from the Head of the Junior School at the end of the day of confiscation.
- 13 Items which have been confiscated a number of times may be kept for a longer period.

APPENDIX B

Policy On Discipline And Exclusions

Part 1

The School's disciplinary procedures are designed to promote and support the maintenance of good order within the school, in accordance with its aims and ethos.

The Head Mistress may decide to suspend, expel or require a pupil to leave as set out below.

- 1 Serious and/or persistent breaches of the rules may lead to suspension.
- 2 The most serious and/or persistent misconduct may lead to a requirement to leave or to expulsion. In certain cases, if she considers it appropriate, the Head Mistress may decide to suspend or permanently exclude a pupil from a particular subject, activity or trip.
- 3 The Head Mistress, after investigation, and taking any special circumstances (including specific learning difficulties and disabilities) into account, may in her discretion require parents to remove or may expel their daughter from the School, if she considers that the pupil's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory, and if in the reasonable opinion of the Head Mistress the removal is in the School's best interests or those of the pupil concerned or other pupils.
- 4 The main categories of misconduct which may result in expulsion or removal are:
 - i) Supply/possession/use of certain drugs and solvents or their paraphernalia, or substances intended to resemble them, and alcohol and tobacco
 - ii) Theft, blackmail, threatened or actual physical violence, possession or use of unauthorised weapons, intimidation, racism and bullying
 - iii) Misconduct of a sexual nature; supply and possession of pornography
 - iv) Vandalism, computer hacking, other misuse of ICT
 - v) Cheating in School or public examinations or coursework, truancy
 - vi) Persistent attitudes or behaviour inconsistent with the School's aims and ethos
 - vii) Other serious misconduct towards a member of the School community or which brings the School into disrepute on or off School premises
- 5 A pupil may also be required to leave if, after appropriate consultation, the Head Mistress is satisfied that she has persistently failed to meet the required standard of effort in academic work and/or it is not in the best interests of the pupil, or the School, that she remains at the School.
- 6 The Head Mistress may, at her discretion, require parents to remove or may suspend or expel a pupil if the behaviour of one or both parents is in her opinion unreasonable and affects or is likely to affect adversely their daughter's progress, the progress of other pupils or the well-being of employees of the School or to bring the School into disrepute.

- 7 The review of sanctions imposed for disciplinary matters (excluding suspension, or the requirement to remove a pupil or expulsion) is covered by the School's Complaints Procedure.
- 8 The School's procedures for suspension, expulsion and removal, and for the review of these decisions, are set out at Part 2 of this Appendix B.

Part 2

Procedures for Suspension, Requirement to Leave and Expulsion (and review of those decisions)

In the case of very serious breaches of discipline, or persistent poor behaviour, and in accordance with the Parental Agreement, the Head Mistress may suspend or expel a pupil, or require her to leave in accordance with the procedure set out below.

- 1 In these cases, an investigation will be carried out, normally by the Deputy Head (Pastoral), in conjunction with the appropriate Assistant Head (Pastoral), or, in the case of a Junior pupil, the Head of the Junior School. The Deputy Head (Pastoral) will then report to the Head Mistress, recommending whether or not a disciplinary meeting should be held.
- 2 The parents of the pupil concerned will be informed of the investigation and its outcome in writing. The parents will be invited to accompany their daughter to any disciplinary meeting, which will be held as soon as possible after the investigation is completed, and normally not more than 5 School days later.
- 3 The Head Mistress may suspend a pupil pending the disciplinary meeting if she deems it necessary, in the interests of the School.
- 4 At the disciplinary meeting, the Deputy Head (Pastoral) will present the results of her investigation, if appropriate, with the Assistant Head (Pastoral)/Head of Junior School. The pupil and her parents will have the opportunity to state their case. The Head Mistress will then reach her decision as to the appropriate sanction, if any. If this decision is reached at the time of the meeting, it will be communicated verbally to the girl and her parents by the Head Mistress. The decision will be confirmed in writing.
- 5 In the case of expulsion or requirement to leave, the Head Mistress will discuss arrangements for the pupil's further education with the parents and provide appropriate advice.
- 6 The sanctions adopted will be recorded in the pupil's file, together with any relevant notes, and in CPOMS.
- 7 Parents who wish to appeal against the Head Mistress' decision to suspend their daughter should use the School's Complaints Procedure, beginning with stage 2, i.e., make a formal complaint requiring her to review the investigation and her decision. The formal complaint should normally be lodged within seven working days of the date of the verbal or written decision by the Head Mistress as referred to at paragraph 4 above. If they remain dissatisfied with the outcome of this review, they may proceed to stage 3 of the Complaints Procedure.

- 8 Appeals against requirement to leave or expulsion will be heard directly by a panel, formed in accordance with the provisions of “Stage 3: Appeal to a Complaints Panel” in the Complaints Procedure, and following the procedure as set out in that part. An appeal against requirement to leave or expulsion must normally be lodged within seven working days of the date of the verbal or written decision by the Head Mistress as referred to at paragraph 4 above and it is only that decision that will be considered by the Panel.