



Lancing College

Preparatory School at Hove

# Behaviour Policy

2016-2017

## Rewards

While the bulk of this section is concerned with discipline and sanctions, all staff should recognise that rewards play a vital role in the education and welfare of pupils. Formal systems for rewarding good behaviour should be used whenever appropriate by teaching staff. This policy applies to the whole school, including the EYFS, although it should be noted that rewards and sanctions are modified in order to be age-appropriate. In addition, all sanctions must be appropriate to any special educational needs or disabilities that a pupil might have. We comply with sections 3.52-3 of the EYFS Framework. Likewise, the needs of pupils with special educational needs are taken into account when making judgements regarding rewards and sanctions.

Some formal rewards are:

- Mentioning good work, effort, achievement etc. in Head's **'Good Work' book**.
- **Stars** are given for exceptional effort in work (totals tallied). For Pre-Prep pupils, these contribute to a marble being placed in the pot. Sufficient marbles being earned over the course of the week leads to additional Golden Time.
- **Merits** are given for 'good citizenship' eg polite / helpful behaviour (totals tallied).
- A **'Pupil Of The Week'** from each Form is chosen by the Form Teacher and presented with a certificate during whole school assembly.
- Each child in the Upper School begins the week with 20 minutes **Privilege Time**. Poor behaviour will lead to minutes being deducted from this total.
- Promotion to a position of responsibility (school prefects, team captains etc).
- Awarding colours to outstanding sports players and musicians.

More important, perhaps, are the *informal rewards* that members of staff will be making all the time:

- Positive comments on marked work.
- Positive verbal feedback on work.
- Praising pupils for their efforts in any field, whether academic, sporting, musical, theatrical or social.

Staff are expected to communicate regularly with Form Teachers about problems they encounter with pupils. *They should also pass on good news.*

All pupils appreciate members of staff showing an interest in what they do. It is strongly recommended, therefore, that all members of staff make the effort, wherever possible, to attend sports matches, concerts, plays etc. and to congratulate and praise pupils for whom they may have a special responsibility.

## **Discipline**

The aim of maintaining good discipline is to ensure a happy, safe and productive environment for the whole school community. No rules are ends in themselves – they are devised in every case to promote sensible and civilized behaviour.

All members of staff are expected to play an active role in maintaining good discipline. Often this means no more than having a quiet word with a pupil (and where possible and appropriate the light touch is to be preferred), but sometimes a more formal response, involving some form of sanction, is more appropriate and effective.

It is important that discipline be exercised in an age-appropriate manner. Equally, form teachers play an important role in ensuring that age-appropriate behaviour is modelled and that sanctions are clearly expressed and upheld. Ensuring effective transition, particularly across key stages or sections of the School, is important.

Staff need to take an active role in addressing discipline issues and should not rely on using lunchtime detentions or passing the matter on to fellow staff members. This may mean keeping a pupil behind at the end of a lesson or at break time.

There is no corporal punishment of any sort at Lancing College Preparatory School at Hove.

**The role of the teacher in setting the appropriate standards cannot be overestimated. The way members of staff dress, converse with pupils and organise their classrooms or lessons should all set the standard we expect pupils to aspire to.**

### **Communication**

If a sanction is awarded to a pupil it is very important that the pupil is left in no doubt what is required. It is good practice to speak directly to the pupil involved rather than to send a note or ask somebody else to convey a message.

Members of staff should talk to Form teachers about pupils who are cause for concern. It may be appropriate, too, to keep the other staff and/or the pupil's parents informed.

### **Punctuality**

Lateness or lack of attendance at lessons, meetings, practices or any other event should not be tolerated. Pupils who are persistently late without good reason should be required to attend a detention within that department. Form teachers should be kept informed of the problem, as should the Deputy Head, who may decide to write to parents.

### **Missing or Late Work and Poor Classroom Behaviour**

In the first instance, missing and late work and other classroom-related indiscipline should be dealt with by the class teacher. Form teachers should be advised of any problems that arise. Disruptive and uncooperative pupils should be sent to see the Deputy Head if the problem persists. Detentions are an appropriate response to late or missing work, poor punctuality and attendance, and unacceptable behaviour in lessons.

## **SANCTIONS AVAILABLE**

### **Privilege Time**

Any member of staff can remove minutes from the privilege time of pupils if they are guilty of poor behaviour.

Pupils receive an initial warning and a minute is 'removed' if the behaviour persists.

## **Detentions**

Names of pupils are written into the appropriate Detention book (Behaviour or Academic) and also into the pupil's school diary.

There is a daily detention session supervised by a member of staff, but other time during which the pupil is free can also be used.

A lunchtime detention will run for a full lunch break, from the time they are dismissed from the dining hall to when the bell rings for the end of break. They will be kept in a classroom and are expected to bring a pencil case and fill in a detention sheet in silence.

## **After School Detention**

If a child persists in their behaviour that has led to them being in lunchtime detentions then they will be expected to attend an after school detention. This will run after school hours. During this time the parents will be contacted. This will be organised by the Senior Management Team.

## **Report Card**

Usually in response to persistently poor work or behaviour in lessons, this will last for one or more weeks. A pupil carries a card which must be signed by each teacher he/she sees during the day. Teachers add comments on work and behaviour.

## **Use of physical restraint**

Corporal punishment of pupils is not allowed at Lancing. In addition teachers must not use any degree of physical contact which is deliberately designed to punish a pupil or cause pain, injury or humiliation.

However, Section 550A of the Education Act 1996 allows teachers (and other persons authorised by the Head Master to have control or be in charge of pupils) to use such force as is reasonable in all the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

1. Committing a criminal offence
2. Injuring themselves or others (including a member of staff)
3. Causing damage to property (including the school's or their own)
4. Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school, or among its pupils, whether that behaviour occurs during a lesson or otherwise.

The provision above applies when a teacher (or other authorised person) is

- On the school premises
- Elsewhere at a time when he/she has charge of the pupil(s) concerned e.g. a field trip or authorised visit or school activity.

The law regards a reasonable force to be “enough force to stop whatever was about to happen from happening” [from SHA guidance document]. This depends entirely on all the circumstances of the case.

Force must not be used except in the circumstances described in 1-4 inclusive above, but it is the duty of staff, in exercising their duty of care for children, to act when there is need. Failure to do so may constitute negligence depending on the circumstances.

Before intervening physically a teacher should, wherever practicable,

- Tell the pupil to stop
- Tell the pupil what will happen if he/she does not stop
- Remain calm and continue to communicate with the pupil
- Assure the pupil that physical restraint will stop as soon as it is no longer necessary

Sometimes a teacher should not intervene in an incident without help; for example

- In dealing with an older pupil
- In dealing with a physically larger pupil
- In dealing with more than one pupil
- If the teacher believes he/she is at risk of personal injury

In these circumstances the teacher should remove other pupils who might be at risk and summon assistance from a colleague. The pupil causing the incident should be informed that help has been summoned and the teacher should continue to manage the incident as far as possible.

Physical Intervention might involve staff in:

- Physically interposing between pupils
- Blocking a pupil's path
- Holding
- Pushing
- Pulling
- Leading a pupil by the hand or arm
- Shepherding a pupil away by placing a hand in the centre of the back; or,
- (in extreme circumstances) using more restrictive holds

Once the incident is over, the teacher should write a detailed account of the incident containing, as far as is possible,

- the name(s) of the pupil(s) involved, the time and the place
- names of any witnesses, staff or pupils
- the reason that force was necessary
- how the incident arose and progressed; what was said, the steps taken to defuse or calm the situation
- the degree of force used, how it was applied and for how long
- the pupil's response, and the outcome of the incident
- details of any injury suffered by the pupil, another pupil, or member of staff and of any damage to property

Two copies of the report should be made – one for the Head and one to be retained by the teacher.

The Head will inform the parents of the pupil concerned on the same day, or as soon as reasonably practicable.

## **Suspension**

For serious or persistent misbehaviour. A pupil may be suspended from school for any period from one or two days up to several weeks. The Head decides when and for how long a pupil is to be suspended, in consultation with the pupil's Form Teacher, the Deputy Head and other members of staff as appropriate.

Every effort is made to contact parents or guardians as soon as the decision to suspend a pupil has been made.

The Head or the Deputy Head will write a letter to parents notifying them of the suspension. While suspended a pupil must stay with parents or a guardian. A pupil is usually allowed to return to school during suspension to sit external exams.

## **Expulsion**

A rare sanction, only used where the continued attendance of a pupil at the school is seen to be detrimental to the continued good order of the school and to the well-being of other pupils. It is the Head, in consultation with the Chairman of the Governing Body, who makes the decision to expel a pupil.

## **RECORDING SANCTIONS**

The Deputy Head keeps a central log of all major sanctions awarded to pupils.

Form Teachers pass information about sanctions to the Deputy Head on a regular basis.

A separate record of suspensions is kept in the Head's Office. All suspensions and exclusions are reported to the Governing Body.

**Date: October 2016**

**For review: October 2017 by Alun Price, Deputy Head**

## **PUPILS' BEHAVIOUR ON OFF-SITE TRIPS**

When on visits, sports tours or activity holidays organised by Lancing College Preparatory School, pupils will be expected to follow these guidelines.

- Normal school rules will apply at all times. This includes rules regarding smoking, drinking of alcohol and use of drugs. The sanctions that apply at school will also apply on such visits.
- Pupils will be briefed fully about roll-call and lock-up times. For health and safety reasons adherence to these times is essential. Pupils must be aware of their responsibilities to themselves and to the rest of the group when on such visits.
- While on such a visit pupils should see themselves as ambassadors for the school and their behaviour will reflect this at all times.
- Expectations regarding uniform or appropriate clothing will be made clear by staff before the trip. Pupils must be presentable, clean and sensibly dressed at all times.

Parents will sign the following on the consent form:

*I have ensured that my son/daughter understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by staff in charge are obeyed.*

**Sending pupils home early**

In extreme cases of ill-discipline it may be necessary to send an individual home early. This would be the case if

- The pupil's behaviour is putting him/herself, the staff or other pupils in danger.
- The pupil's behaviour is making the efficient completion of the trip difficult or there has been a serious breach of school rules.

Parents will sign the following on the consent form:

*I agree to indemnify any member of staff involved in the trip referred to above against:*

*Any costs and expenses reasonably incurred and/or sums disbursed by him/her on behalf of my son/daughter during or as a result of the trip.*

This will include expenses involved in sending a pupil home early.