



# **Behaviour and Discipline Policy**

## **Including EYFS**

### **St Martin's Preparatory School**

#### **1. Introduction**

Our policy reflects the DfE guidance, in particular 'Preventing and Tackling Bullying' (DfE, 2017), 'Use of Reasonable Force' (DfE, 2013) and 'Keeping Children Safe in Education' (DfE, 2023).

This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Complaints

#### **2. Aims and Expectations**

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The School's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe, and secure.

The School has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The School expects every member of the school community to behave in a considerate way towards others.

We treat all students fairly and apply this behaviour policy in a consistent way.

This policy aims to help students grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community. We encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the schools is situated and to society more widely.

The School rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

#### **3. Rewards and Sanctions**

We praise and reward students for good behaviour in a variety of ways:

- teachers congratulate students;
- teachers give students merits;
- we give merits to students, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
- we reward 'houses' as a collective group at different times of the school year;
- prizes at the end of the academic year;
- commendations (including letter to parents);
- and more.

The School acknowledges all the efforts and achievements of students, both in and out of school.

The School employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. The school rejects the use of corporal punishment.

- We expect students to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect students to try their best in all activities. If they do not do so, we may ask them to redo a task.
- If a student is disruptive in class, the teacher reprimands him or her. If a student misbehaves repeatedly, we isolate the student from the rest of the class until they calm down, and is able to work sensibly again with others.
- The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the class teacher stops the activity and prevents the student from taking part for the rest of that session.
- If a student threatens, hurts or bullies another student, the class teacher records the incident and the student is sanctioned.
- If a student repeatedly acts in a way that disrupts or upsets others, the School contacts the student's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the student.

The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the students and the teacher. In this way, every student in the School knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class at an appropriate time

The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all students attend school free from fear. Our anti-bullying policy has more details regarding this.

All members of staff are aware of the regulations regarding the use of force by teachers ('Use of Reasonable Force' (DfE, 2013). Teachers in our school do not threaten, hit, push or slap students (not use or threaten corporal punishment). Staff only intervene physically to restrain students or to prevent injury to a student, or if a student is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of students.

#### **4. The Role of the Class Teacher**

It is the responsibility of teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The teachers in our school have high expectations of the students with regard to behaviour, and they strive to ensure that all students work to the best of their ability.

The teacher treats each student fairly and enforces the classroom code consistently. The teachers treat all students in their classes with respect and understanding.

If a student misbehaves repeatedly in class, the teacher keeps a record of all such incidents.

In the first instance, the class teacher deals with incidents him/herself in the normal manner.

- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task
- If a child is disruptive in class, the teacher reprimands him or her. If a child misbehaves repeatedly, the child is isolated from the rest of the class until s/he calms down, and is able to work sensibly again with others
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session. The school has a 3-strike rule upon which the child is sent to the Headteacher, and the parents informed to remove the child from school for the rest of the day to ensure the safety of other children.
- If a child threatens, hurts, or bullies another child, the class teacher records the incident, and the child is punished.

However, if misbehaviour continues, the class teacher seeks help and advice from the Head.

The teacher liaises with external agencies, as necessary, to support and guide the progress of each student.

The teacher reports to parents about the progress of each student in their class, in line with the whole-school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of a student.

In addition to these school rules, we also have playground rules which are followed specifically in the playground. These are:

- Children must follow instructions from adults first time.
- Children must respect each other with kind word and actions.
- Children must be responsible for their safety and take care of others.
- Children must not play games that involve rough play.

If these playground rules are not followed:

Verbal Warning from adult - 5 minute 'time out' -Taken off the playground for 15 minutes

#### **5. The Role of the Head Teacher**

It is the responsibility of the Head, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the School. It is also the responsibility of the Head to ensure the health, safety and welfare of all students in the School.

The Head supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Head keeps records of all reported serious incidents of misbehaviour and sanctions. This includes the nature and date of the offence and the sanction imposed. The Head teacher uses the register to identify patterns of behaviour and address these.

The Head has the responsibility for giving fixed-term suspensions to individual students for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Head may permanently exclude a student. These are all recorded in detail.

## **6. The Role of Parents**

The School collaborates actively with parents, so that students receive consistent messages about how to behave at home and at school.

We expect parents to support their student's learning, and to cooperate with the School. We try to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their student's welfare or behaviour.

If the School has to use reasonable sanctions to punish a student, we expect parents to support the actions of the School. If parents have any concerns about the way that their student has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented in accordance with the Complaints Procedure.

## **7. The Role of the Proprietor**

The Head has the day-to-day authority to implement the School's policy on behaviour and discipline, but the owner may give advice to the Head about particular disciplinary issues. The Head must take this into account when making decisions about matters of behaviour.

## **8. Drug and Alcohol-Related Incidents**

It is the policy of this school that no student should bring any drug, legal or illegal, to school. If a student will need medication during the school day the parent or guardian should notify the School and ask permission for the medication to be brought. This should be taken directly to the school secretary who will ensure a consent form is completed by the parent or guardian. Any medication needed by a student while in school must be taken under the supervision of the authorised member of staff.

The School will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any student involved will always be notified. Any student who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the student will normally be permanently excluded, and the police and social services will be informed.

If any student is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that student to be taken home.

It is forbidden for anyone, adult, or student, to bring onto the school premises illegal drugs. Any student who is found to have brought to school any type of illegal substance will normally be punished by a temporary exclusion. The student will not be readmitted to the School until a parent or guardian of the student has visited the School and discussed the seriousness of the incident with the Head.

If the offence is repeated the student will be permanently excluded.

If a student is found to have deliberately brought illegal substances into school and is found to be distributing these to other students for money, the student will be permanently excluded from the School. The police and social services will also be informed.

Should the Head judge that it is appropriate for the student to be required to leave, they will present the case to the owner or a director and request approval for this action to be taken.

### **Measures to prevent Bullying**

Parents, pupils, and members of the community all have a role to prevent bullying. The school can help with this by:

- Helping pupils understand what bullying is
- Keeping the lines of communication open
- Encourage students to do what they love
- Model behaviour and how to treat others with respect and care
- Ensuring pupils are able to identifying bullying

In educating our pupils and ensuring all parties work together we can limit bullying behaviors and ensure that all pupils have a sense of belonging within our community.

### **Cyber-bullying**

All forms of bullying should be looked at as a community with the support of pupils, parents, staff and governors. The staff responsible for online safety is Fran Fretwell and following this, it is the Head. The responsibility is to educate both, pupils, staff and parents on how to be safe online and how to report cyber-bullying. Pupils are not unsupervised with technology to prevent cyber-bullying in the classroom. In EYFS the school uses a school tablet that does not leave the premises to log on class DoJo. St Martins Prep school take images for Dojo on devices and delete at the end of the school day.

Open DNS to filter out adult content and anything that is not school friendly, DNS server configured to have Youtube on restricted mode, so only friendly content can be searched. Cyberoam firewall blocks unwanted traffic and blocks most URL's that aren't child friendly. With Secure antivirus to protect servers, Laptops, and desktops on site from downloading or spreading viruses over the network. Staff are expected to follow the Educare online safety consultation to ensure that they are up to date with current procedures.

Parents and pupils can report their concerns to the Headmaster who will investigate and incident and report to Head Office accordingly. The school informs parents regarding cyber-bullying would be communicated through class DoJo and the weekly newsletter. The school follows all GDPR procedures and regularly updates staff on this area.

## 9. Monitoring and Review

The Head monitors the effectiveness of this policy on a regular basis. The School has a register of sanctions, and the Head keeps a record of any student who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the Head to ensure that the school policy is administered fairly and consistently. Particular attention is paid to matters of racial equality. No student is treated unfairly because of race or ethnic background.

Date of Review	Position	Name of Reviewer	Date of Next Review
August 2023	Headteacher	Mr J. Jackson	August 2024
August 2023	Proprietor	Mr A. Khan	August 2024