**OLDHAM HULME GRAMMAR SCHOOL**

**BEHAVIOUR POLICY – DISCIPLINE, REWARDS & SANCTIONS**

*This policy is applicable from EYFS through to year 13*

**Principles**

The guiding principles at Oldham Hulme Grammar School are those of honesty, fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration.  We also attach very great importance to manners, self-discipline, social responsibility and care for the school environment.  We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the school. The school seeks to encourage across the whole age range a sense of community and pride in Oldham Hulme Grammar School and expects the highest standards from all pupils.

Oldham Hulme Grammar School pupils are cooperative, have a strong sense of community, they respect one another and expect school life to be civilised and happy and where they work together with their peers and teachers.

This policy should be read in conjunction with:

* Safeguarding policy
* Anti-bullying policy
* E-safety policy
* Acceptable use of school internet and digital devices pupil agreement
* SEND policy
* Physical Intervention policy

In addition to these guiding principles there are some firm rules which everyone should know and which are necessary for

* the safety and well-being of everyone at the school;
* the reputation of the school community as a whole;
* the protection of school property and the wider environment.

The rules apply to all pupils and at all times when a pupil is

* at school, representing the school or wearing school uniform;
* travelling to and from school;
* On school organised trips
* associated with the school at any time.

The guiding principles of the school should be borne in mind at all times, in addition to the rules and guidance set out in the pages that follow. Pupils and parents are expected to abide by the spirit of the guiding principles, as well as the specific examples given.

The aims of this policy are to promote good behaviour amongst pupils and to promote and safeguard the welfare of pupils at the school. We wish to ensure that all pupils can benefit from and contribute to the life of the school in an ordered and mutually respectful school community. We want to encourage our pupils to accept responsibility for their behaviour and to understand the sanctions that may be adopted in the event of pupil misbehaviour.

When students join the different sections of the school there are a series of induction sessions which include time with form tutors for both parents and pupils. This includes an introduction to school rules and ethos.

Individual members of staff are encouraged to make explicit their expectations of students, act as role models with regard to appropriate behaviour and to apply appropriate sanctions and rewards fairly and openly in line with school policy. Members of staff in the Senior School are supported by form tutors, pastoral Heads of Year, the Director of Pastoral Care (Girls and Boys) and the Deputy Principals and Principal.

The principles, rules and guidance apply to each pupil.  Some of them necessarily apply also to parents. Compliance with the principles, rules and guidance is a condition of membership of Oldham Hulme Grammar School.

Where possible the school takes an individualised approach to maintaining good behaviour. This will involve discussion with a pupil, their parents and in some cases outside agencies including GPs, counsellors and specialist agencies such as Positive Steps and Healthy Young Minds. As a result of intervention it may be necessary for a pupil to be monitored and coached as part of a plan to improve behaviour and academic attainment. We recognise that poor behaviour is sometimes as a result of complex issues and a pupil may need support. The school is mindful of its duties under the Equality Act 2010, including issues related to pupils with special educational needs / disabilities and the need to make reasonable adjustments for these pupils.

The school is mindful of behaviour issues that can occur when pupils make the transition to join the school or move between sections of the school. The role of Form Tutors and other pastoral staff (such as Heads of Year, Deputy Heads of Juniors and Nursery and Infants) are crucial in this regard. Relevant induction programmes are provided for pupils at transition points as well as introductory information evenings for parents. Visits to feeder primary schools are undertaken by the relevant pastoral staff. Summer term ‘handover’ meetings take place between relevant pastoral staff to discuss any issues as pupils move through the school.

The school undertakes to liaise closely with parents and other agencies (such as social services) where relevant on issues related to behaviour.

Detailed guidance and examples of good practice for staff are published in the staff code of conduct. Staff must also adhere to the guidance given in the school’s Physical Intervention Policy which outlines the power to use reasonable force where appropriate and can be found in the Staff Handbook.

School rules are listed in the student planner. Any pupil who feels unfairly treated is encouraged to discuss their grievance with any member of staff.

The School respects a student’s right to privacy under Article 8 of the Human Rights Act and will carry out any search of a student’s possessions in a way which is justified and proportionate. The School will search a student’s possessions when it has reasonable grounds to believe that a student is in possession of a prohibited item e.g. dangerous weapon,tobacco, drugs or indecent images. Wherever possible the School will gain the consent of the student but in extraordinary circumstances will search possessions without their consent in line with the DFE guidelines Searching, Screening and Confiscation – advice for schools January 2018. Further details are available in the school’s Physical Intervention Policy.

**Training**

The school ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary skills and knowledge to carry out their roles.

The school maintains written records of all staff training.

**Attendance**

**Daily attendance**

Attendance at school throughout every school day is important in ensuring that you make the most of your time here, but absence because of illness and for certain other valid reasons may be allowed. Permission must be sought in advance from the Deputy Principal (Pastoral), Head of Juniors or Nursery and Infants for any necessary absence.

**Punctuality**

The school day begins with registration at 8.45.  Please ensure that you are punctual at the start of each day and for every class and other timetabled activity.

**Late arrival**

In senior school if you arrive after the start of the school day, you must report to the school reception and sign the late book as soon as you arrive. Late arrivals will be recorded in the electronic register.

**School hours**

The teaching day begins at 8.45am and ends at 3.45pm.  (Nursery & Reception 3.15pm, Year 1 & 2 3.30pm) Unless a more general permission applies to your year, senior school pupils may only leave the school premises during the day with the permission of the Director of Pastoral Care or the Deputy Principals.

**Absence for illness**

Parents are asked to contact the school office or form tutor as early as possible after 8.30am on the first day of illness. Form tutors and pastoral staff are responsible for ensuring that each period of absence is properly accounted for.

**Absence for parental holidays**

As a general rule pupils should not be absent from school because of parental holidays but in very exceptional circumstances the Head of Nursery and Infants, Head of Juniors, Deputy Principal - Pastoral or the Principal will consider a written request *before* any commitment or booking has been made.

**Absence for religious observance**

Requests for leave of absence for days of religious observance should be made to the form tutor, Head of the Nursery and Infants or Head of the Juniors at least one week in advance.

**Going home because of illness**

If a pupil is taken ill or is injured whilst at school, they should report to the nearest member of staff or the school nurse. Parents will be contacted if it is necessary for a pupil to go home early or if they need further medical treatment. If pupils are being taken home by parents they must be signed out.

**Special circumstances**

Exemption from games or physical education for short periods will be granted only on receipt of a written request from parents. Long term exemption will be granted only on receipt of a medical certificate. Parents should contact the form tutor if there is good reason to ask for exemption from religious education, school uniform or any other of the rules or activities of the school.

**Conduct and Self Respect**

**Commitment**

Pupils represent Oldham Hulme Grammar School whenever they wear our uniform.  We want pupils to take pride in their membership of the school and be our ambassador on all occasions. In addition, we want pupils to take pride in their conduct and personal appearance and show commitment to academic, sporting and leisure activities. Pupils should always try to do their best.  If pupils are selected to represent their house or the school in any event or activity, they are expected to turn out, whatever the inconvenience to themselves.

**Honesty**

The school community relies on each pupil being honest and truthful and setting a good example for others. Pupils must never cheat, steal or tell lies.

**Money matters**

Only small amounts of cash may be brought to school.  No buying or selling is permitted between pupils.

**Personal initiatives**

Pupils must ask a Deputy Principal, Head of Juniors or Head of Nursery and Infants for permission if you wish to form a club or society. This rule applies to the promoting of fund raising of any kind, organising any social or sporting event connected with the school or producing any written or printed publication within the school or externally about the school.

**Respect for others**

**Effort and achievement**

At Oldham Hulme Grammar School, we look for fulfilment and enjoyment and we try to be positive in everything we do.  We respect and encourage each other as individuals and as members of teams.  We also encourage inquiry, hard work, high standards and competition.  We take pleasure in each other’s achievements and we never mock each other’s effort or failure.  Each pupil has the right and the responsibility to contribute to this ethos.

**Courtesy and good manners**

From time to time teachers, parents, visitors to school premises or other pupils may need assistance.  Pupils should be ready to offer help, even if it causes them personal inconvenience.  Prefects are appointed by the Principal to assist in the orderly running of the school.  Their authority should be respected and pupils should cooperate with them at all times.

**In the classroom**

Pupils should respect, support and care about other people to make it as easy as possible for everyone to learn and for the teacher to teach.  Books and equipment should be ready for the start of each lesson.

In the senior school to avoid disturbing lessons, equipment  may only be collected from desks and lockers before periods 1, 2 and 4. Classrooms should be kept tidy and above all, pupils should be pleasant and helpful at all times.

**Sportsmanship**

Whether you are competing in or watching team events or taking part in some other competitive activity, you are expected to behave with good manners and to set an example that reflects well on the school.  You must play to the rules; play hard; play fairly and do your best. Enjoy the game and never cheat. You should be equally gracious in defeat as in victory.

**Bad language**

You must not use bad language; it is unnecessary and insulting to others, and demeaning to the person who uses it. Language which is offensive to pupils and staff relating to a protected characteristic e.g. that which is racist, homophobic, biphobic or transphobic will not be tolerated.

**Bullying and fighting**

Oldham Hulme Grammar School will not tolerate any kind of bullying. We believe that everyone has the right to feel safe and free from threatening behaviour. Persistent bullying is likely to lead to permanent exclusion. (See the school’s Anti-Bullying Strategy)

**Pupils should**

* + always treat every individual with respect
	+ never spread rumours, lies or call other students names, either in person or using social websites, text messages or e-mails
	+ never make anyone feel uncomfortable or upset
	+ consider how their actions affect others, this includes teasing, selfishness and even excessive shows of affection
	+ not threaten or hit any other student
	+ never pick on anyone for their race, religion, gender, disability, sexuality,or for any other difference
	+ find out about the anti-bullying policy in their part of the school
	+ always tell someone if they are being bullied
	+ take action if they think someone is being bullied or unfairly treated
	+ see a peer mentor—they are friendly, good listeners and can relate to their problems
	+ know there is always someone in school who they can contact if they have a concern no matter how big or small that concern is.
	+ Pupils can report any concern on Tootoot or to their form tutor, Head of Year, form helper or any other member of staff.

**Fighting**

Fighting is strictly forbidden. Pupils who punch others in the head or face can expect to be suspended from school for a fixed term. Acts of serious violence may result in permanent exclusion.

**Respect for property**

**The school environment**

Pupils may enter and use most areas of the school except any to which entry is expressly forbidden. They must not enter or use an area if by doing so they threaten their safety or the safety or privacy of others.

Pupils must stay on-site during the school day unless authorised by staff.

**Vandalism, graffiti and litter**

Vandalism and graffiti writing, including the defacing of books or notices, on school premises and elsewhere are regarded as serious breaches of school discipline. Pupils should report, in confidence to a teacher, any incident of wilful damage.  All pupils should take pride in their school environment.  The rooms of the school and the school grounds will only remain attractive places to work and play if they are kept clean and tidy; and pupils should help to keep them this way.  Eating and drinking are not permitted in classrooms or corridors and chewing gum must not be brought on to school premises.  Litter should be picked up and disposed of properly.

**Personal property**

All clothing, footwear, bags, cases and books and such items as a Chromebook, watch, pencil case and its contents must be clearly marked with a pupil’s name. Books must be carried in a protective bag or case, with a separate bag used for games kit. Pupils must hand in to a teacher valuable items during lessons or games. Pupils should not bring to school large amounts of money or expensive items of property.  The school cannot accept responsibility if these items are lost or stolen. In the senior school a locker is provided for every pupil which, must be used to store valuable items in addition to school books and other possessions.

**Mobile telephones**

Pupils may bring a mobile telephone into school only under the following conditions:

* the mobile phone must be switched off during the school day unless express permission is given by a member of staff to use it. Pupils in years 7 to 11 should keep their mobile phones in their lockers. Pupils in the Nursery and Infants are not permitted to bring mobile phones to school. In the Juniors pupils who bring a mobile phone to school in order to facilitate travel must hand the device to a staff member on arrival at school. The device will be kept in the school safe during the school day.
* pupils must never use a mobile phone to record images of any other pupil, member of staff or any member of the school community. This is an infringement of the Human Rights Act and the Data Protection Act and pupils will have their phone confiscated; it will only be returned to parents and in addition, pupils will be subject to a serious school sanction.

**Other property**

Pupils must not interfere with other property or open desks which are not their own.  If someone has lent property to another pupil it must normally be returned immediately on request. Pupils must not borrow another pupil’s money, property or books without their prior permission. Pupils must be strictly honest with regard to money or property that does not belong to them or that they find.  If there is any doubt, ask a teacher.

**Accidental damage to property**

Pupils must report to a teacher any damage caused to property which is not their own. Pupils may be asked to pay for the damage.

**Support systems for students**

Students are supported in matters relating to behaviour through the school’s pastoral system. If there is an issue pupils wish to talk about they can talk to: their form tutor, their Head of Year, the relevant Director of Pastoral Care, the Deputy Head of Juniors or Nursery and Infants or the Deputy Principal (Pastoral), Head of Juniors or Nursery and Infants. They may also report a concern anonymously on Tootoot.

The School employs a counsellor who visits regularly on two days a week. Referrals can be made through pastoral staff or directly to Mr John Budding (Deputy Principal – Pastoral) who line manages the counsellor.

There are also other students who can provide support on these issues through the school’s Peer Mentoring Scheme and the Prefect body.

**Liaison with parents and outside agencies**

When concerns are identified concerning a student's behaviour, welfare or academic performance parents are kept informed by Heads of Year or the relevant Pastoral member of staff. Parents are informed by telephone, letter and email and through the planner regarding concerns and where necessary they are invited into school to discuss how school and parents can support the student. Where necessary help and advice is sought from outside agencies. The school seeks to work in partnership with parents over matters of discipline and it is parents’ obligation to support school rules.

**Health, Safety and Discipline**

**The safety of pupils and others**

**All pupils must:**

* know and obey the various evacuation procedures and other safety regulations which are clearly displayed throughout the school and in special areas such as the swimming pool, the gymnasium and laboratories.
* move around school in an orderly manner keeping to the left in corridors and on the stairs.
* not use any specialist school equipment unless a member of staff has given their permission to do so.
* not fight or take risks with their own safety or that of others.

**Alcohol, tobacco, drugs and other items**

Pupils will be liable to permanent exclusion from the school for any serious breach of this rule*.*

Pupils must not be under the influence of or to have in their possession while under the jurisdiction of the school or while travelling to and from school:

* any tobacco or tobacco product;
* any alcoholic liquor;
* any dangerous or classified drug or steroid (unless prescribed and notified to the school nurse)
* any other harmful substance;
* any pornographic material or computer device for that purpose;
* any knives or dangerous weapon or other item that might endanger their own safety or that of others;
* any dangerous animal (unless permission has first been obtained).
* any laser pens

**Serious misconduct**

The main categories of misconduct which are considered to be serious breaches of discipline include but are not limited to:

* supply / possession / use of certain drugs and solvents and substances intended to resemble drugs, alcohol or tobacco
* theft, blackmail, physical violence, intimidation, racism or persistent bullying
* physical, emotional or sexual misconduct or abuse
* behaviour that is in contravention of the school’s policies on acceptable use of technologies or online safety
* supply or possession of pornography
* possession or use of unauthorised firearms or other weapons
* vandalism or computer hacking
* persistent behaviour or attitudes which are inconsistent with the school’s ethos
* other misconduct which affects the welfare of a member or members of the school community or which brings the school into disrepute on or off the school premises

**Prejudicial conduct**

Pupils will be liable to exclusion from the school if, during term-time or holidays and on or off the school premises, they engage in: the misuse of drugs, bullying, dishonesty, cheating or any other conduct that is, in the opinion of the Principal, seriously disruptive or prejudicial to the reputation of the school or to the welfare of any other person. If pupils engage in criminal behaviour the Principal may bring this to the attention of the police. For further details of matters that may be brought to the attention of the police see the school’s Physical Intervention Policy.

**Malicious Accusations against staff**

If pupils are found to have made a malicious allegation against a member of staff the Principal will consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence has been committed). The sanction applied will depend upon the circumstances of the accusation.

Where a parent has made a deliberately invented or malicious allegation the Principal will consider whether to require that parent to remove their child or children from the school on the basis that they have treated the school or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

The school will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

For further details of how the school responds to allegations against staff see the school’s Safeguarding Policy.

**Other Relevant Documents**

The Parental Complaints Policy is available to parents on the school’s website.

**Sanctions and Rewards -Senior School**

(*For Junior and Nursery and Infant school see Appendix 1)*

**When sanctions apply**

Sanctions will usually be applied for breaches of school rules, for other misdemeanours or for unsatisfactory work.

**Corporal punishment**

The school neither uses corporal punishment, nor the threat of it.

**Reasonable force**

Any use of reasonable force will be in accordance with DfE guidance use of reasonable force. Any use of force by staff will be reasonable, proportionate and lawful. (see Physical Intervention Policy)

Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:

* committing a criminal offence
* injuring themselves or others
* causing damage to property, including their own
* engaging in behaviour that threatens the good order and discipline at the school or among any of its pupils

In these circumstances, force will be used for two main purposes: to control or restrain pupils. In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with SEND.

Where reasonable force is used by a member of staff, a Deputy Principal must be informed of the incident and it will be recorded in writing. The pupil’s parents will be informed.

**Formal warning**

A formal warning may be issued to pupils by teachers. It may be given for an infringement of school rules which does not earn a direct exclusion or school detention; for example, no homework (first offence) or uniform infringements. Teachers will make it clear why a formal warning has been given.

**Detention**

A teacher may impose a detention without notice, to be served during lunch time on that school day. If a pupil is given a detention after school finishes for the day, pupils will be given at least 24 hours’ notice, so that they can inform their parents that they will be home late. Prior engagements with other members of staff will generally take precedence, resulting in the postponement, but not the cancellation, of the staff detention.

**School detention**

A school detention may be given for more serious offences and this will be preceded by at least 24 hours notice to parents.  These detentions take place on Mondays for one hour immediately after school or, for more serious offences, on Saturday mornings for two hours. They are not optional and will take precedence over all other activities. In certain circumstances, a school Monday detention may be postponed, but not cancelled, if pupils have a prior commitment to represent the school in a sporting or musical activity.

**Suspension and exclusion**

A pupil may be excluded or suspended for very serious breaches of school discipline or a serious criminal offence. Parents will be contacted and pupils may be suspended from school for a fixed term.  In the last resort pupils may be permanently excluded.

**Other sanctions**

Apart from the formal sanctions mentioned above, informal sanctions (such as written impositions) are applied as necessary for minor misdemeanours.

**Register of sanctions and record keeping**

All sanctions are recorded on the school’s electronic data management system Schoolbase and are reviewed by Pastoral Heads, the Director of Pastoral care and the Deputy Principal (Pastoral). For serious misbehaviour, leading to temporary and permanent exclusion, a separate register is held by the Principal, recording the pupil’s name, nature and date of the offence and the serious sanction imposed.

The record is reviewed regularly by the Head of Pastoral Care and the Deputy Principal - Pastoral so that patterns of behaviour can be identified and managed appropriately.

**Additional needs**

The school will make reasonable adjustments for managing behaviour which is related to a pupil’s disability.

**Safeguarding**

If behaviour and discipline matters give rise to a safeguarding concern, the school’s safeguarding procedures will be followed (see safeguarding policy)

**Rewards**

As well as being praised and encouraged, pupils can be rewarded in several ways.  Pupils may be given house points by any member of staff in recognition of particularly helpful actions, good pieces of work, and outstanding efforts – all manner of positive contributions to school life.  Pupils should inform their form tutor who will keep a record of house points received. Pupils receive a Book of Excellence for outstanding work, effort and achievement, they receive postcards home as acknowledgement of good work. Individual departments reward effort and good work with their own rewards such as: Bon Points in languages, Geography Airmiles and Musician or Designer of the Week. There are Form prizes awarded at the end of each term.

At the end of the school year, we hold a special assembly with a prize draw for all pupils who have a good disciplinary record.

There are many prizes awarded each year on speech day for outstanding academic success over the year and there is a colours scheme in which pupils are rewarded for outstanding achievement in school sport. Pupils are seen on an individual basis to receive praise and acknowledgement from the Principal following a staff recommendation.

The school also promotes good behaviour through the PSHE programme, which is regularly reviewed in the light of serious behaviour issues; assemblies; and the pastoral system of Form Tutors, Heads of Year, Director of Pastoral Care.

**Appendix 1**

**Nursery & Infants and Juniors Sanctions and Rewards**

**Principles**

At Oldham Hulme Grammar School, we seek to develop and support children’s academic and social learning within an environment which expects children to take increasing responsibility for their own behaviour.

The Junior, Infants and Nursery have a code of conduct which reflects the age of its students and also the shared goals of the whole school.

The Head of Nursery and Infants (Miss Carolyn Barnett) is responsible for behaviour management within the EYFS.

In Nursery and Infants we follow the Golden rules.

**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 or other people’s time

Do look after property Do not waste or damage things

Do listen to people Do not interrupt

Do be honest Do not cover up the truth

Do remember your manners Do not be rude

Do respect one another Do not treat someone in a way you would not want to be treated

In the Juniors, at the beginning of each school year, we remind the children about the Golden rules and we discuss our expectations of children in the Juniors, so that they understand the importance of being respectful, aspirational, hard-working, kind, independent and honest.  Each class then writes their own ‘Class Promise’ based on these expectations and our universal rights: to learn, to safety and to fair treatment.

The Golden rules and the Class Promise will be introduced at the beginning of each school year and then regularly reinforced in assemblies and lessons. They provide the necessary structures within which children can develop academically and socially. It is also vital that these rules and promises are positive so that they give our children a sense of order yet security in which to work and play together.

Good behaviour is also promoted through the PSHE programme, which is regularly reviewed in the light of serious behaviour issues; assemblies; and the pastoral system.

**Rewards**

Children are rewarded individually, as a member of a house and as a class.

All children are allocated a house when they move into key stage 1. Care is taken to allocate pupils from the same family to the same house.  The houses are:

* Booth Platt -  Red
* Lees - Green
* Assheton - Yellow
* Hulme - Blue

**Nursery/Reception**

1. Young children need instant rewards for good work and behaviour. We use stampers and stickers to give children immediate feedback.
2. There is an emphasis on developing good social behaviour in the early years. Children are rewarded for good behaviour.

The Head and Deputy Head of Nursery and Infants will also periodically recognise outstanding achievement.

**Years 1 & 2**

1. Stampers and stickers.
2. House points for good work or special behaviour. These are recorded by staff and result in house points being awarded during our good work assembly.
* Red badge for 25 rewards
* Yellow badge for 50 rewards
* Green badge for 75 rewards
* Golden badge for 100 rewards
* Over 100 rewards  a special certificate will be awarded at an end of year assembly

The Head and Deputy Head of Nursery and Infants will also periodically recognise outstanding achievement.

**Year 3-6**

1. Stampers and stickers
2. Pegs are awarded for good behaviour
3. House points for good work or very good behaviour. These are recorded by staff and result in house point certificates being awarded during good work assemblies.
* Bronze for 25 rewards
* Silver for 50 rewards
* Gold for 75 rewards
* Bar badge for 100 rewards
* Over a 100 a special certificate at an end of year assembly.

The Head and Deputy Heads of Juniors will also periodically recognise outstanding achievement.

**Achievement assemblies**

Every week we hold an achievement assembly. The children are given certificates in assembly and the achievements are recorded in a gold award book. House point badges are also presented in assembly. Children are encouraged to bring certificates, badges or trophies that they have achieved for activities out of school. (Star of the week certificates are also awarded at Nursery and Infants to one child in each class who has performed consistently well in all areas or excelled in some other area.)

**Class and group rewards**

* At Nursery and Infants class points are awarded for whole class achievement to encourage children to work together. Each point is recorded and the class is given a special treat when they achieve 10 class points.
* House points. The team captains of each house take it in turns to collect the team points awarded weekly and these are announced in assembly.  At Nursery and Infants, the school bear then wears a ribbon of the colour of the winning house team around his neck for the whole week. At the end of the year shields are awarded for individual and team achievements.

**Prize giving**

At the end of the year we have a prize giving ceremony. Prizes are given for individual and House achievements.

**Support systems for students**

Students are supported in matters relating to behaviour through the school’s pastoral system. In the first instance Junior and Infant school students can talk about matters relating to behaviour to their Key worker, Form Tutor, the relevant Deputy Head of Nursery and Infants / Juniors, the Heads of Juniors / Nursery and Infants.

**Sanctions**

A high level of self discipline is expected from our children.  When behaviour does not meet our expectations it will not be ignored. Usually a stern look from the teacher or a quiet word is all that is required to put things right. However on some occasions for some children this may not be enough and further action is needed. Depending on the nature and severity of the inappropriate behaviour the sanctions used may include:-

* Verbal reprimand from the teacher
* Loss of a peg in the Juniors
* Sitting alone to work
* Loss of part or all of breaktime
* Time out on the thinking chair in the classroom
* Being sent to the Deputy Head of Juniors / Nursery and Infants, Head of Nursery and Infants or Head of Juniors to be reprimanded
* After school detention
* Saturday morning detention
* After discussion with parents other strategies may be implemented – For example a behaviour book/report card may be used to record behaviour, both positive and negative, on a daily basis for parents to respond to each evening. This will continue for anything from 1 week up to three weeks dependent on a weekly review.

In the Juniors, we use a peg system to reinforce good behaviour choices. Every child starts the day with 2 pegs. They gain pegs for good behaviour and can lose pegs for poor behaviour choices. If a child ends the school day on zero pegs, they lose their playtime the following day and complete a ‘Thinking About My Actions’ sheet.

In some circumstances pupils may be referred to the Principal.

**Behaviour Policy Reviewed:  June 2019**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: June 2020**