



## HOE BRIDGE SCHOOL

### Behaviour Policy

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#### Policy Statement

Hoe Bridge School recognises that good behaviour and discipline are more likely to be achieved when pupils are engaged and inspired, have positive relationships with those around them and are able to maximise their potential. We believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. We promote a consistent approach to classroom and behaviour management by all our staff: we believe that stimulated and happy pupils are generally well-behaved pupils and that key to good classroom management is our policy of making every lesson outstanding. If, on occasion, our pupils behave in a way which is contradictory to the school aims or potentially harmful or offensive to another member of the community, we act fairly but firmly.

To these ends, we seek to ensure that Hoe Bridge School is a place where everyone feels happy, safe and secure and we aim to provide a caring environment in which all pupils are treated fairly, and with respect and understanding. In this context, Hoe Bridge School is committed to rewarding good behaviour as well as using appropriate sanctions where behaviour falls short of the high standards expected.

Serious breaches of discipline are recorded in the Headmaster's office and Pre Prep office and reviewed regularly by the Headmaster and the Head of Pre-Prep so that patterns can be quickly identified and appropriate interventions made.

Examples of serious breaches of discipline include:

- Aggressive or violent behaviour
- Severe or persistent bullying, including cyber-bullying
- Theft
- Substance abuse
- Malicious behaviour, including malicious allegations brought against members of staff
- Sustained disruption in lessons
- Any deliberate actions likely to endanger others
- Any deliberate actions likely to bring the school into disrepute

Parents are always informed of serious breaches of discipline and imposition of more serious sanctions and will be asked to the school to discuss.

This policy applies to all pupils, including those in our EYFS, when on the school premises, or in the care of the school, or wearing the school uniform, or otherwise representing the school or associated with the school, for example on a school trip or visit.

In line with *Section 131 of the Schools Standards and Framework Act 1998*, corporal punishment of pupils is prohibited by the law and is therefore forbidden. Hoe Bridge School does not permit corporal punishment during any activity whether on or off the school premises. This prohibition applies to all members of staff including all those acting *in loco parentis*.

Hoe Bridge School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties, including parents and parents of prospective pupils, on request from Reception. This policy has been written with due regard to Behaviour and Discipline in Schools (2016) and should be read in conjunction with:

- [Anti-Bullying Policy](#)
- [Code of Conduct Pupils](#)
- [Pastoral care](#)
- [Physical Restraint Policy](#)
- [Equal Opportunities Policy](#)
- [Behaviour and Discipline in Schools \(2016\)](#)

Hoe Bridge School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is reviewed annually by the Assistant Head (Pastoral) or as events or legislation change requires. The next scheduled date for review is March 2018.

## **Procedures for promoting Good Behaviour and Discipline**

### **General Expectations**

It is expected that all members of the school community will conduct themselves at all times in a considerate, tolerant and co-operative manner so as to provide an environment in which everyone feels happy, safe and secure. Importance is attached to courtesy, integrity, good manners and respect for others and we aim to enable all pupils to:

- develop an awareness of the importance of the community and to show respect and consideration of others
- become self-disciplined and diligent
- appreciate the necessity for rules or guidelines
- understand the concept of fairness and justice
- have a high regard for the safety of themselves and others
- have regard for personal health and hygiene issues for themselves and others
- be caring and considerate
- be polite
- respect their own and other people's property
- be honest
- exercise self-control

With this in mind, Hoe Bridge School does not tolerate bullying of any kind and further details of the school's approach to this can be found in the Anti-bullying Policy. Parents are also requested to contact

the school immediately if they have any concerns about the welfare of their child.

All pupils are expected to obey the Code of Conduct. Members of staff are required to apply consistent standards in ensuring that appropriate behaviour and adherence to the School Rules are maintained; we expect pupils and staff to show respect to all members of the community and their property. Example is potent, and discipline should not be left to others; all staff need to be actively involved in promoting good behaviour and ensuring that any unacceptable behaviour is addressed. Rewards for abiding by our Ethos and Aims, Code of Conduct and for showing common courtesy are given freely by all members of staff. Sanctions may come into play when this is not the case.

## Rewards

### Pre-Prep

All members of the school community are expected to respect the Code of Conduct and children are rewarded for doing so. **Excellence in Behaviour** is celebrated by awards both individually and on a group basis. Good behaviour and manners are recognised throughout the school day. During weekly assemblies awards are given to individual pupils for courtesy and to classes for good behaviour. Each term awards are given for Conduct, Consideration and Courtesy to children in Reception and Year 1. Effort is also rewarded and, in addition, Year 2 children are awarded a Courtesy Cup and a Friendship Plate. See Rewards and Sanctions. In addition each teacher will devise rules for the classroom which are explained to the class and all children are expected to abide by the rules.

**Good Work** Good work is rewarded in class with stickers, smiley faces and stars.

**Star badges** (Single & Double Star) are awarded to children who have worked well during the week. There should be 2 or 3 children from each class every week. Children are sent to the Head teacher at 2.55 on a Friday. The whole school gathers in the Hall at 3.00 where Badge children are celebrated.

**Courtesy badges** are also given out at this assembly and may be awarded by any member of staff to any pupil in the school.

**Work of the Week** Certificates are given out during Friday morning assembly for a personal best piece of work, not necessarily the best work in the class. Teachers should submit the piece of work to the Head teacher by Thursday lunch time. These certificates should be awarded sparingly but teachers should ensure that their class is fairly represented during the term. Every child should receive Work of the Week at least once a term and staff give the children a slip home to inform parents that they have received Work of the Week.

A record of badges and certificates awarded is kept by the class teacher and a record of certificates in the staff room for reference.

### Cups and Shields

These are awarded termly and given out at the last assembly, parents on the Parents' Circle and in the summer Year 2 parents attend. The cups are as follows:

<b>Reception &amp; Year 1</b>	For each class a shield for	Kindness, Courtesy & Consideration
	For each class a shield for	Effort
<b>Year 2</b>	For each class cups for	Improvers and Effort
	For the year group, cups and shields for	Recorder, Friendship, Drama, Music, Character, Art, Sportsmanship and All

		Round effort, Ballet
	Summer only	Academic cups

### Year 2 Leavers

All children who leave at the end of Year 2 receive a book as a memento.

### Prep

**Gains** Prep children have gains recorded in their Homework Diary using yellow/gold stickers. These gains are then registered on the shared intranet and accumulate each term towards certificates presented at assembly on Friday as follows.

75 gains Bronze

125 gains Silver

175 gains Gold

200 gains Star

At the end of term prize giving children with three Star certificates are awarded a Star Prize – a book token.

**Distinctions** should be awarded for outstanding, truly exceptional pieces of work; head and shoulders above any previously completed or comparable with other pupils and should attract 10 gains. They are at the discretion of each individual teacher and should be signed off by that teacher and countersigned by the Head of Department. These Awards will be announced and awarded in Assembly.

**Headmaster Commendations** will be given for exceptional good deeds/performance. These can be in addition to the Distinctions awarded for exceptional work. Headmaster Commendations will be awarded in Assembly.

Distinctions and Headmaster Commendations should be taken home to be shared with families.

### Sanctions

Sanctions are used when a child has broken The Hoe Bridge Way. Our principles are that any punishment should

- be appropriate to the offence and to the age of the child
- be awarded coolly
- be a positive step towards a child's improvement
- not be humiliating

The school does not use corporal punishment and the Head reserves the right to impose temporary or permanent exclusion.

### Pre prep

Deviation from the Hoe Bridge Code of Conduct is not tolerated and failure to follow the Code may result in the following sanctions

#### At playtime a child may

- be removed from an activity and encouraged to play elsewhere
- have to stand at the side for a few minutes either on their own or with an assistant
- have to walk round with the playground assistant

- receive a verbal warning with notification of the consequences should they not heed the warning
- be sent in to their class teacher
- be sent in to the Head teacher
- miss subsequent play periods

**At lunchtime a child may**

- receive a verbal warning with notification of the consequences should they not heed the warning
- be moved from their usual place to sit beside the teacher or helper
- be asked to tidy up if mess has been unnecessarily created
- be last out to play

**In the classroom, music or games a child may**

- be removed from their place
- have to stand at the side for a period of time
- be barred from using equipment or doing activities
- be sent back to their class teacher if in games or music
- be sent to the Head teacher
- miss playtime to finish work – this to be used sparingly as work should not be used as punishment

Pre-Prep children are not sent to another area of the school unattended nor are they made to stand outside a classroom.

Parents will be involved at the discretion of the Head teacher and teacher.

Bullying, in any form, is not tolerated and any incidents of bullying will be dealt with according to the Anti-Bullying Policy.

**Prep**

In the Prep school sanctions are more formalised and losses as opposed to gains are given and recorded in a pupil’s Homework Diary using red stickers (known as “dots”) for minor transgressions (ie forgetting pencils/equipment for lessons) or black dots for major transgressions (ie being rude to staff, disrupting other pupils’ learning). Both types of dots are recorded on the Shared Area accessed by all staff. Red dots count for 1 loss, black count for 3. Form teachers monitor red dots and the SMT deal with black dots. Losses accumulate, up to 5 per week, with sanctions as follows for more. On the 5<sup>th</sup> loss in a week, the following actions occur:

Weeks when 5 or more losses have been received (in one term)	Sanction	Administered by
Week 1	Discussion with Form Teacher and Assistant Head (Pastoral Care) informed.	Form Teacher and Diary
Week 2	Referral to Assistant Head (Pastoral Care) and Parents informed. Deputy Head informed.	Assistant Head (Pastoral Care)
Week 3	Referral to Deputy Head/Head	Deputy Head
	<b>Any subsequent instances will</b>	

	<b>involve a discussion with parents and Head.</b>	
One off serious incident of misbehaviour	Referral to the Headmaster who will consider each situation individually with the most serious offences discussed with the Chairman of Governors. Sanctions could include detentions, internal or external temporary exclusion or ultimately permanent exclusion	Headmaster

Black dots will be dealt with instantly by the Assistant Head (Pastoral Care) , the Deputy Head or Headmaster.

Form Teachers need to review the weekly totals for their form and deal with any issues that arise. In addition to this weekly monitoring any trends need to be identified. For example situations where a pupil reaches a loss total under that of the limit two weeks running will need to be investigated. This can then either be dealt with by the form teacher or could involve the Deputy Head or Assistant Head (Pastoral Care) as necessary.

The Blue Book System may be invoked at this point depending on the nature of the losses.

**The Blue Book** system incorporates a long and medium term monitoring process. Children carry a timetable sheet inserted into their diary which is presented to all teachers at the beginning of lessons who comment on attitude to work, achievement and behaviour during the lesson. This is reviewed by the Form teacher and parents on a daily and weekly basis.

### **Recording of Incidents**

Major or habitual incidents are recorded in the school's incident book/data base. An 'Incident In School' form, Appendix 1, is completed by the adult involved and signed by the Head before being given to the parent for signing. Discussions with parents are also documented and this is then kept in the child's file in the office. A Frequency Count (behavioural issues) record is kept to monitor repeated incidents. (see Appendix 2)