

## **THE STUDY BEHAVIOUR POLICY (Includes Rewards, Sanctions and Exclusions)**

This policy applies to all children including those in Early Years Foundation Stage (EYFS)

At The Study Preparatory School all staff are committed to Every Child Matters. We recognise that the following five outcomes are key to well-being in childhood and later life:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic Well-Being

This policy has been compiled with reference to the Every Child Matters framework.

Our aim is that all our children should behave in a socially acceptable way. To be socially acceptable, children should be able to:

- Treat other children and adults with respect.
- Treat their own and others' belongings with respect.

Kind and courteous behaviour is expected at all times.

### **Objectives of this Policy**

- To clarify the type of behaviour we strive to maintain throughout our school.
- To set out the strategies we have in place to encourage positive behaviour.
- To set out the consequences that may be incurred as a result of unacceptable behaviour.

### **Acceptable Behaviour**

- Being kind, helpful and considerate to others.
- Working hard.
- Telling the truth.
- Respecting the rights and belongings of others.

### **Encouraging Acceptable Behaviour**

#### **1) Responsibility of Staff –**

To encourage acceptable behaviour, staff will take collective responsibility for behaviour management and will:

- Treat all children and adults with respect and model acceptable behaviour.
- Praise children's efforts and achievements as often as they can.
- Explain to children what they should have said or done when they get things wrong.

#### **2) Wilberforce House Golden Rules**

These rules were drawn up by the girls at Wilberforce House through the School Council. They are clearly displayed in the Hall and are regularly mentioned in assembly and class time.

#### **3) School Rules**

These are printed in the pupils' Link Books and in the School Handbook for parents. They are discussed in class and reviewed annually through School Council.

#### **4) Rewards Assembly**

There is a Rewards Assembly weekly at both Houses where pupils are given star badges to reward positive behaviour, as well as effort and achievement in work.

#### **5) Class Codes of Behaviour**

Classes draw up their own code of behaviour to ensure their class is a happy and purposeful one.

#### **6) Assemblies**

Assemblies are used to encourage high standards of behaviour and mutual respect.

#### **7) Merits and Stickers**

At Spencer House merits are given to reward particular incidents of kindness or helpfulness and at Wilberforce House stickers may be given out. At the end of the Autumn and Spring Terms a Merit badge is awarded to one girl from each class at Spencer House for being a generally 'good egg': kind, helpful, responsible, friendly etc.

#### **8) Prize Giving**

We have a Prize Giving at both Houses at the end of the Summer Term to celebrate effort and achievement in work and behaviour

### **Unacceptable Behaviour**

At The Study we will not accept:

- The use of rude or unkind language.
- Hitting, kicking, biting or any other type of physical response.
- Any form of bullying (see Anti-Bullying Policy).

### **Strategies to deal with Unacceptable Behaviour**

- Minor incidents will be dealt with in the classroom or playground by the form, subject or duty teacher/member of staff.
- The form teacher will be informed so that she can check for patterns of unacceptable behaviour. Other members of staff who teach the child may also be informed so that they can help in monitoring the behaviour.
- Staff will tell the child what she has done wrong and explain (or ask her to explain) what she should have done and said.
- Sanctions such as giving a half debit may be applied for children in the Prep Department. Three debits in a term lead to a detention.
- If the behaviour is serious or continuous, the Senior Mistress, Head or Deputy will be told about it and she will talk to the child about her behaviour. (A record will be kept in the File of Pastoral Issues).
- The Head may decide that the behaviour is such that the parents should be told. In some cases the form teacher will see the parent when he/she picks up the child at the end of the day, or telephone the parents if the child is normally picked up by someone else. In more serious circumstances the Head will talk to the parents about the behaviour. Records of any conversations with parents should be written down and given to the Head.
- Staff will try to find out why the child is behaving in this way and treat the situation accordingly.
- Interviews regarding a child's inappropriate behaviour will take place in private and information will only be shared with others on a 'need to know' basis.
- We cannot foresee any circumstances in which a child would be suspended or excluded from school, although in extreme cases, it may be necessary to discuss with parents, whether this school provides the right environment for their child.

The named person with responsibility for behaviour management in EYFS is Mrs Johnson (EYFS Coordinator). She is supported by the Senior Mistress, Mrs Lee and by the Head and Deputy Head when they are on the Wilberforce House site.

The chain of responsibility for behaviour management in other areas is as follows:

- The member of staff witnessing the inappropriate behaviour.
- Form teacher.
- Senior Mistress.
- Deputy Headmistress.
- Headmistress.

#### **Related Policies and Documents**

- Anti-Bullying Policy.
- PSHE Policy.
- The file of pastoral issues kept by the Deputy Headmistress.
- Behaviour, Rewards and Sanctions (page 5 of the Parents' Handbook).
- Golden Rules (Wilberforce House).
- School Rules (page 18 of the Parents' Handbook/inside back cover of Link Book).

#### **Monitoring and Evaluation**

All staff are responsible for monitoring the standards of behaviour within the school. The Deputy Head maintains the File of Pastoral Issues to assist with the evaluation of this policy.

Updated: Sept 2009                      Next Review: Autumn 2010