



The Study Prep WIMBLEDON

BEHAVIOUR POLICY

The School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Kindness towards others is at the heart of everything we do at The Study.

Introduction

The policy has been compiled with reference to current Keeping Children Safe in Education 2021 Statutory Guidance, the Behaviour and Discipline in Schools 2016 Guidance and the Equality Act 2010.

This Policy applies to all pupils including those in the Early Years Foundation Stage (EYFS). Our designated staff member responsible for behaviour management in EYFS is the Early Years Coordinator.

The School is an inclusive community; we welcome pupils from a wide variety of ethnic and social backgrounds and faiths. The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation special educational needs, disability or learning difficulty, or the fact that a pupil is adopted or is a carer.

The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of School, and online.

Everyone has a right to feel secure and to be treated with respect at The Study Preparatory School ('the School'), particularly the vulnerable. Harassment and bullying in any form, including online, or outside school, will not be tolerated in line with our Anti-Bullying Policy.

Our experience shows that the ethos of the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them: in assemblies and during form time, Personal, Social and Health Education (PSHE) lessons, project work, drama activities, stories and literature and via the School Council, which meets regularly.

The School will ensure that all new pupils including EYFS pupils are briefed thoroughly on the School's expected standards of behaviour, and we work closely with all pupils as they transition through the School, from the day they start at the School to the day they leave.

Parents: The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School. In particular, the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework.

Objectives of this Policy

1. To clarify the type of behaviour we strive to maintain throughout the School.
2. To set out the strategies we have in place to encourage positive behaviour.
3. To set out the consequences/sanctions that may be incurred as a result of unacceptable behaviour.

Contextual safeguarding

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of School, they should follow the procedures set out in the School's Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly, in liaison with the Learning Support Coordinator.

Our aim is that all our pupils should behave in a socially acceptable way. Pupils should be able to:

- Behave in a kind and courteous way at all times.
- Treat other pupils and adults with respect.
- Treat their own belongings and the belonging of others with respect.

Acceptable Behaviour at the School is defined as:

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

Encouraging Acceptable Behaviour including Rewards

Responsibility of Staff

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

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

Staff will be mindful of pupils with special needs/ disabilities and how this may impact their behaviour. Where appropriate, reasonable adjustments will be made, depending on the circumstances. Clear staff guidelines with regard to acceptable physical conduct are set out in the Staff Handbook, Staff Code of Conduct and in the Safeguarding Policy. For the avoidance of doubt, corporal punishment will never be used or threatened.

Any physical restraint is only permissible when a pupil is in imminent danger of inflicting an injury on herself or on another, and then only as a last resort, when all efforts to diffuse the situation have failed. All incidents of the use of physical restraint should be recorded in writing on CPOMS and reported immediately to the DSL and Head. The parents will be informed on the same day or as soon as reasonably practicable of any such physical intervention.

Values Based Education

Our Values Based Education enriches our School community and helps to fulfil our aim to provide a learning environment that fosters academic and creative achievement while nurturing well-rounded, confident, caring girls with a love for learning, a broad outlook, good manners and a real zest for life. Each half term we focus on one value and involve, teaching, non-teaching staff, and parents, as well as pupils. We encourage parents to reinforce the value at home, as well as building on the other values we have covered.

Golden Rules

We have Golden Rules (for behaviour) at both Houses which were drawn up by the pupils through the School Council. They are clearly displayed around the school and are regularly mentioned in assembly and class time.

School Rules

The School Rules are designed to encourage positive behaviour and self-discipline and mainly focus on health and safety rules for the pupils. They are discussed in class and reviewed annually through the School Council.

Playground and Lunchtime Rules

Pupils compiled their own playground and lunchtime rules, through the School Council. These are clearly displayed in both playgrounds.

Assemblies

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

Rewards Assemblies (Star of the Week)

There is a weekly Rewards Assembly at both Houses where pupils are given star badges to reward positive behaviour, as well as effort and achievement in work. Both Houses also have regular House assemblies where the House with the highest number of house points is announced.

House System

Each pupil belongs to one of four Houses. The House system promotes healthy competition and school spirit. Sporting and other events are held throughout the year to enable the pupils to represent their House. House points are awarded to the Houses, through our rewards system (see below). House assemblies are held regularly to communicate which House is in the lead and a cup is presented to the House with the most points at the end of each academic year.

House Points

House Points are given to pupils to reward particular acts of kindness, helpfulness and showing initiative, as well as for effort and achievement in work and for contributing to school life.

Golden Time (Reward for Positive Behaviour)

Twenty minutes of Golden Time is awarded every week to each class. Pupils are included in choosing what their Golden Time will comprise, to encourage ownership and responsibility. This is awarded to encourage positive behaviour at all times. The pupils and staff have drawn up Golden Rules which all are expected to follow.

Prize Giving

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

Sanctions

Loss of Golden Time is used to discourage poor behaviour. If the Golden Rules are not followed or, if after a warning pupils continue to misbehave or do not follow instructions, they lose some Golden Time. This is to encourage the pupils

to realise that their actions have consequences. A green, amber and red traffic light system is displayed in each classroom to act as a deterrent.

All teaching staff are able to deduct Golden Time. At Spencer House, there is a system of orange slips to facilitate the process of recording lost Golden Time. This makes it easier for non-form teachers to impose the sanction and for Form Teachers to track individual pupils in their class.

At Wilberforce House, the amount of Golden Time deducted is at the discretion of the form teachers. At Spencer House, 3 minutes is deducted for each demeanour. At the beginning of lesson 8 on a Friday afternoon, girls who have lost Golden Time go to the large group room where they are supervised by the Deputy Head. They are encouraged to reflect on why they are there.

Form teachers should monitor the number of times a member of their class loses Golden Time. If it happens regularly, they should alert the Assistant Head, who will speak to the girl directly about her behaviour. The parents should also be informed.

If a child's behaviour is such that it needs constant monitoring, a report system will be initiated. The Assistant Head will brief all staff involved.

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.
- Disruptive behaviour,
- 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 or subject teacher/member of staff on duty.
- Staff will tell the pupil what she has done wrong and explain (or ask her to explain) what she should have done and said.
- 'Golden Time' may be lost for poor behaviour (See Rewards and Sanctions
- Guidelines for further details).
- The form teacher should be informed so that he/she can check for patterns of unacceptable behaviour. Other members of staff who teach the pupil should also be informed so that they can assist and support in monitoring the behaviour (at the Weekly Briefing and via CPOMS)If the behaviour is serious or continuous, the Assistant Head, Head or Deputy will speak to the pupil about her behaviour. (A record of the behaviour and any sanctions imposed as a result of the behaviour will be kept on CPOMS)
- The Head may decide that the behaviour is such that the parents should be informed. In some cases, the form teacher will raise this with the parent when he/she picks up the pupil at the end of the day, or telephone the parents if the pupil 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 should be recorded on CPOMS. Staff will investigate why the pupil is behaving in this way and treat the situation accordingly.
- Interviews regarding a pupil's inappropriate behaviour will take place in private and information will only be shared with other staff members on a 'need to know' basis.
- After an incident, the teacher who has dealt with the situation will record it on CPOMS and monitor the pupil's behaviour and provide support/further intervention, as necessary.

Exclusions

We cannot foresee any circumstances in which a pupil 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 pupil.

The named person with responsibility for behaviour management in the EYFS is Susan Johnson (EYFS Coordinator). She is supported by the Assistant Head Wilberforce House, 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
- Assistant Head, Spencer or Wilberforce
- Deputy Head
- Head

Complaints

We hope that parents will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Procedure (which applies equally in the EYFS setting)] is on our website. Copies can be made available on request.

Monitoring and Evaluation

All staff are responsible for monitoring the standards of behaviour within the school. The Assistant Heads on each site are responsible for monitoring individuals' behaviour and tracking trends. The School will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupils' PSHE/RSE lessons, or amending this policy.

The Behaviour Policy is reviewed annually.

Policy Updated: March 2022

APPENDIX 1

SCHOOL RULES

We expect everyone at The Study to be kind, courteous and considerate at all times. Below are some rules to ensure our School is a safe and happy one:

- Be in your classroom promptly for registration.
- Walk in single file along the corridors and on the stairs and keep to the left.
- Always hold open the door for the person behind you, and for visitors.
- Wear the correct school uniform. Shoulder length hair should be tied back with the correctly coloured band or ribbon.
- All school clothing and possessions should be clearly named. Shoes and trainers should be marked with indelible ink. Should there be any un-named uniform left at the end of term it will be given to charity.
- No jewellery should be worn in school (with the exception of official medical bracelets and small plain stud earrings). Make-up and nail varnish are also inappropriate for school. Girls from Year 3 upwards may wear a named ordinary watch (no smart watches or Fitbit).
- Books should be brought to school in a school book bag (Pre-Prep) or rucksack (Prep).
- Swimming things should be brought in a waterproof bag (not plastic carrier bags).
- Always hand in your homework at the correct time. In the Prep Department if you have a good reason for not completing homework your parent should write a note in your Link Book. Your Link Book must be signed every evening by an adult.
- Go outside promptly at break times, except when it is raining or you are attending extra lessons or clubs with a member of staff. Normally if you are well enough to be in school you are well enough to go outside.
- Mobile phones should not be brought into school unless needed for security reasons. In that case they should be handed in to the office on arrival at school and collected on the way out.

APPENDIX 2

GOLDEN RULES

Wilberforce House Golden Rules

We are kind, considerate and helpful.
We work hard and always do our best.
We are polite and honest.
We are sensible and safe when we walk around the school.
We look after our belongings and those of others.
We take care of our environment.

Spencer House Golden Rules

We are respectful, considerate and courteous.
We listen and follow instructions.
We move around the school appropriately.
We are punctual and ready for lessons.
We look after our belongings and those of others.
We eat our food in the playground or in the lunch hall.
We follow the school rules.