

POLICY FOR BEHAVIOUR

(REWARDS, SANCTIONS (including Exclusions), BEHAVIOUR & DISCIPLINE)

ISI – Regulation Paragraph 9: The Proprietor and Headmistress promote good behaviour amongst pupils and the Proprietor ensures that:

- (a) a written behaviour policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupils misbehaviour;
- (b) the policy is implemented effectively; a record is kept of the sanctions imposed upon pupils for serious misbehaviour

This is a statement of the aims, principals and strategies for behaviour (including rewards, sanctions and discipline) at Cameron House School **for all classes including the EYFS (Reception Class)**. It lays the foundations for the whole curriculum, both formal and informal and forms the context in which all other policy statements should be read. A schedule for the review of this, and all other, policy documents is set out in the school's Development Plan.

Physical intervention with a pupil, including children in the EYFS, by a member of staff is acceptable if needed to avert immediate danger or personal injury. If such an occasion should occur, the member of staff must inform the Headmistress and a record will be kept. The parents must be informed on the same day or as soon as reasonably practicable. **Cameron House does not use or threaten to use corporal punishment under any circumstances.**

Additional Information

Behaviour and Discipline in schools (2014) may be useful additional advice for staff to refer to. In addition to setting out rewards and sanctions, behaviour strategy and the teaching of good behaviour, the following points could also be included:

Cameron House takes due regard to the duties under the Equality Act 2010, including issues related to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils.

Our policies and procedures also include:

- a) **support systems for pupils;**
- b) **liaison with parents and other agencies;**
- c) **managing pupils' transition;**
- d) **disciplinary action against pupils who are found to have made malicious accusations against staff.**

Aims

The School aims to promote behaviour based on mutual respect between all members of the School community. Staff encourage the highest standards in collective and self-discipline. The ethos of the School and the planning of the broad curriculum, promote the attitudes and values necessary for individual children to contribute positively to their own personal development and to that of the School. These attitudes and values are further encouraged through a system of rewards and sanctions. Teachers offer individual support to pupils who experience emotional/behavioural difficulties - sometimes within the classroom. N.B. Gifted pupils may experience social/emotional problems and need specialist support as well as their less academically gifted peers.

The School's ethos supports the premise that the establishment of a good teacher/pupil relationship is central to working effectively with all pupils- especially those who experience emotional/behavioural difficulties. Teaching which exhibits differentiation, mutual respect and effective classroom management is conducive to building and maintaining good relationships between staff and pupils. Emotional and behavioural difficulties take many forms, i.e.

- a pupil may become withdrawn and unable to make friends;
- a pupil may be unable to concentrate on classwork or homework;
- a pupil may become disruptive and/or aggressive in class.

In such cases the causes of the emotional/behavioural difficulties should be determined (see later section on 'Health' related causes) and strategies may well be needed to build or rebuild the teacher/pupil relationship. The School believes in the importance of 'negotiating'. This encourages mutual respect and fosters self-responsibility in the pupil. In certain cases tangible rewards may be offered in return for improved behaviour and effort. In cases where trust is minimal this may be formalised into a contract. Close liaison with parents and teachers is essential for effective modification of the pupil's behaviour. If appropriate, and with parents consent, outside agencies may become involved.

General Management

- All pupils have a right to work in a calm, supportive and purposeful atmosphere.
- All pupils have the right to come to school without the fear of being bullied - see 'Anti-bullying' policy.
- Guidelines are discussed at the beginning of each school year outlining expected classroom behaviour, with reasons. These rules prepare pupils for their eventual position in a place of work where procedures have to be followed.
- The School Council with pupil representatives, helps to give the pupils a sense of involvement and citizenship.
- Pupils normally sit at the same place each lesson within a structured, working group. This helps to provide a safe, disciplined environment.
- Class lists and details of pupils with special educational needs are available for cover/supply teachers to quickly identify and resolve problem areas.
- Each agenda for Staff meetings has a regular slot for staff to share problems that they have with specific pupils, information about the pupils and strategies for dealing with the specific problem/individual. This includes positive and improved behaviour.

Health Related Causes of Emotional/Behavioural Difficulties

Many instances of emotional/behavioural difficulties are caused by undiagnosed or diagnosed medical/psychological problems such as hearing loss, visual impairment, depression, anorexia, or bulimia. These difficulties might be the result of autistic spectrum disorders, ADHD, anxiety, attachment disorders, bullying and difficulties at home including parental relationship problems. A known medical condition, such as epilepsy or asthma, even when effectively managed by medication can cause emotional/behavioural difficulties. The School recognises the importance of INSET in this area. Some INSET relating to emotional/behavioural difficulties will take place.

a) support systems for pupils;

The Class Teacher

The class teacher has prime responsibility for behaviour and pastoral care (including EYFS). This includes:

- giving rewards and sanctions
- watching out for children who are behaving out of character
- looking for signs of distress and upset
- through talking and listening to children, suspected occurrences of non-accidental injury or child abuse can be picked up and reported to the Headmistress for further investigation

Rewards

The general practice of classroom management involves rewards being given to children on a daily basis. These include:

- verbal praise, written remarks about good work, stickers, stampers, sending children to a nearest teacher or the Head for praise, Star of the Week
- house points, stars, commendations are given to children in recognition of outstanding work or behaviour
- displaying pupils' work and celebrating achievements in Newsletters and Good Work Assemblies are tangible rewards available to the teachers. Staff try and ensure that pupils' work is displayed if it deserves praise and in doing so the pupil will experience pleasure and self-satisfaction
- reports which are also seen as a vehicle for constructive criticism and praise

Sanctions

Under normal circumstances a clear distinction is made between minor and more serious offences. Problems with pupils' classwork will initially be dealt with by the class teacher, and then, if necessary, by the Head. The staff use sanctions which are appropriate to the particular offences in a flexible manner, i.e. by considering individual circumstances. The staff discourage the punishment of a whole group unless this is unavoidable or appropriate.

Cameron House does not use or threaten to use corporal punishment under any circumstances.

The making of a 'contract', behaviour or rewards/motivation chart or 'behaviour book' by negotiation is sometimes appropriate. These are written in such a way that it focuses on specific behavioural problems and offers accrued benefits for achieving the stated goals. The pupil and parents must fully participate in the negotiation.

b) liaison with parents and other agencies;

Records

We keep a register of sanctions imposed for serious misbehaviour, even if it has no entries. This is kept in the Headmistress' Office in the Folder which also contains the details other less serious misbehaviour.

Action to be Taken

Sanctions can be particularly effective if they are seen by the peer group and the offender to match the offence. Each class agrees to the school rules in a contract at the start of the academic year and has a discussion about structure of a 'code of behaviour' and the school rules. In many cases of bad behaviour there are **offenders** and **victims**. In such a case we talk to the suspected victim, the suspected offender and any witnesses (if appropriate). If any bad behaviour is confirmed, the following action will be taken:-

Help, support and counselling will be given as is appropriate to both the victims and the offenders:

We support the **victims** in the following ways:

- by offering them an immediate opportunity to talk about the experience with their class teacher, or another teacher if they choose;
- informing the victims' parents/guardians;
- by offering continuing support when they feel they need it;
- by taking one or more of the disciplinary steps described below to prevent more bad behaviour by the offenders.

We discipline, yet help the **offenders** in the following ways:

- by talking about what happened to discover why they offended. The most powerful sanction is modelling the good behaviour of others and the disapproval of individuals who an offender respects, e.g. his/her peers, a parent or particular teacher. Teachers should also have opportunities to learn from what has happened. The school makes every effort to create a climate in which any sanctions will: a) have the greatest effect; b) preclude any re-offence.
- by continuing to work with the offenders in order to get rid of unsocial attitudes as far as possible;
- by taking one or more of the disciplinary steps described below to prevent more bad behaviour.

Disciplinary Strategies

The **offenders** may:

- Be spoken to by their teacher to discuss their behaviour
- Be sat away from their usual seat in class to work away from peers
- Be sent to another class for a short period of "time out"
- Be sent to speak to other members of staff, the relevant Deputy Head or Headmistress
- Have their parents/guardians informed if appropriate (parents may be called in to the School)
- Be given behavioural or encouragement charts and rewards systems
- Have privileges withdrawn (e.g. missing playtime etc.)
- Make up class work or homework 'avoided' at break or lunch time under direct supervision
- Be withdrawn from participating in practical work for a period of time if appropriate to safeguard the welfare of the majority of pupils (if their or others' safety is a cause for concern)
- Receive an official warning to stop offending; 3 warnings can be given before this becomes a Strike (see below)

Strikes

Warnings may be given to pupils by teaching staff for relatively serious or persistent offences (these should be cleared at the end of the school day). The 3rd warning given then becomes a Strike. If at any point the teacher feels an action is so extreme, they can judge the severity of the offense and give a Strike immediately. It is noted that while Reception children are learning proper behaviour, leniency is given as to the appropriate number of warnings and consequent sanction, at the discretion of the teacher. A Strike is a serious sanction that will result in the following:

- The Teacher will inform the Headmistress and the appropriate action/sanction agreed to discuss with parents
- The Headmistress will record this (and the action that results) in the official Sanction Record Book
- The pupil's parents will be informed
- Action agreed with parents might include: pupil to speak with Headmistress, verbally apologise to relevant pupils or staff, missing playtime, written letter of apology, before or after school detention, home sanctions, missing special events or treats e.g. visits or workshops, behaviour charts or contracts, plus any other sanctions as appropriate and agreed. All will be with the parents agreement/supervision and prior notification.

3 Strikes in an academic year, lead to a formal meeting with the parents and appropriate action agreed (but Strikes accrued are cleared for the start of the following year). Such action agreed might include:

- Out of school hours detentions
- Internal suspension for 1 day or longer if appropriate

- Personal pupil contract drawn-up which includes the staged accrual of privileges (the contract should be written in such a way that it focuses on specific behavioural problems and offers accrued benefits for achieving the stated goals)
- Suspension from school (if they do not stop offending) for a fixed period. This would be the “last resort” and would be in close liaison with the parents along with an agreed review date and process. An independent panel may also be sought such as the Principal.

Exclusion

Throughout this process there will be regular meetings with the parents and if the behaviour is unresolvable, as outlined in the Parents’ Terms and Conditions, the pupil might in very extreme cases, be recommended for permanent exclusion (expulsion) if they will not end such behaviour. A complaint/review process will be set out.

Any behaviour related incident of a fairly or serious nature, must be reported to a member of the SLT and a record should be completed and submitted to the Headmistress. The template which should be used for this can be found on page 45 of the Staff Handbook.

c) managing pupils’ transition;

Children can become anxious during times of change. This can affect their behaviour. Many systems, in addition to the positive rewards listed above, have been implemented to assist with transitions in particular in the EYFS. Some of these systems include:

- Reception children have their lunch and playtimes by themselves (with staff) when they first join the school. As the year progresses they spend more time with Class 1
- Reception children have a Class 1 Buddy with whom they read and play with regularly
- Reception children have a half day on a Wednesday during the first term at Cameron House. They often arrange playdates and park trips with other families during this afternoon
- We send home a Reception Questionnaire to parents around the half Term every Autumn Term to hear their feedback about the transition from Nursery and how they have settled in
- Every year in the Summer Term we hold a “Moving Up Morning” for children when they spend the morning in their new classroom for the next academic year with their new teachers.
- In the Summer Term, Class 5 children discuss the Prefect roles that are given to Class 6 pupils and are given the opportunity to “apply” for different roles stating why they would like them and how they feel they could fulfil the role well.
- Class 6 enjoy PSHE lessons in the Summer Term helping to prepare them for their senior schools.
- At the start of the academic year, the term always begins with a 2 day week to help the children’s transition into the new year and their new classes.

d) disciplinary action against pupils who are found to have made malicious accusations against staff.

If a child is found to have made an unfounded or malicious accusation against a member of staff, the sanctions above will be applied. These sanctions will follow a full and thorough investigation and discussion with the relevant staff and parents.

When managing children’s behaviour, including those in the EYFS, Cameron House School does not use corporal punishment under any circumstances.

Approved by: 
(**Josie Cameron Ashcroft**)

Date: January 2016

Next Review: January 2017

Appendix 1:

Cameron House School Sanctions

Offense	Sanctions
Medium Level Offenses: <ul style="list-style-type: none"> • Rough play • Repeated verbal taunting, name calling or teasing • Throwing food / water • Bad behaviour off site 	1 – Warning 2 – Time Out (time dependent on age but never more that 10mins) 3 – Strike (after 3 warnings) and parents informed.
High Level Offenses: <ul style="list-style-type: none"> • Bad language (deliberate, rude and / or offensive or swearing) • Deliberate punching, hitting, kicking, spitting or tripping • Lying • Stealing • Malicious accusations against staff 	Immediate Strike and parents informed. Immediate withdrawal from activity where appropriate.

❖ **Cyber Bullying - What sanctions will be used?**

The 'No blame' approach will be used; however, the person may lose certain privileges depending on the severity and the length of the bullying. These may include blocked access to the Internet at school, detention, or even suspension or exclusion, which will be at the discretion of the Headmistress. Access to technology should be seen as a privilege not a right and the abuse of these privileges brings consequences.

Appendix 2: (these can also be found in the Staff Handbook and saved on the staff network)

Key:

Prize Giving Prizes	Sports Prizes	Productions	Church Readings	Other
AP – Academic prize PP – Progress prize FP- Form prize LSA – Lower School Art prize LSc – Lower School Science prize LF – Lower School French prize	M – Swimming medal C – Swimming cup SD – Sports Day Award	MP – Main part in production, dance routine or solo N – Narrator	S – Solo or duet in Church Service R – Reading in Church Service CS – Carol Service SS – Spring Service PS – Prize Giving Service	

Lower School Awards and Sanctions

Name	Reception 2013/2014													Class 1 2014/2015													Class 2 2015/2016																	
	School council	Star of the week	Healthy eating	Good Work Assem.	Good Work Newsl.	LS Drama Certif.	Church Service	Prize giving	Swimming gala	Sports day	Book cover	Book day costume	Nativity – Main Part	LM Star	School council	Star of the week	Healthy eating	Good Work Assem.	Good Work Newsl.	LS Drama Certif.	Church Service	Prize giving	Swimming gala	Sports day	Book day cover	Book day costume	Production	LM Star	School council	Star of the week	Healthy eating	Good Work Assem.	Good work Newsl.	LS Drama Certif.	Church Service	Prize giving	Swimming gala	Sports day	Book day cover	Book day costume	Production Main Part	LM Star		

Upper School Awards and Sanctions

Upper School Awards and Sanctions																																				
Name	Class 3 2014/2015													Class 4 2015/2016																						
	School council	Star of the week	Healthy eating	Good work assembly	Good work newsletter	US Play Certificate	Church Service	Prize giving	Swimming gala	Sports day	Book cover	Book day costume	Production (Main Part)	Headmistress Award	Soloist	Handwriting Award	LM Star	School council	Star of the week	Healthy eating	Good work assembly	Good work newsletter	Guildhall Exam Result	US Play Certificate	Church Service	Prize giving	Swimming gala	Sports day	Book day cover	Book day costume	Production (Main Part)	Headmistress Award	Soloist	Handwriting Award	LM Star	

Upper School Sanctions								
Class 3					Class 4			
Name	Date	Strikes	Reason for Strike	Action Taken	Date	Strikes	Reason for Strike	Action Taken

Key:

Prize Giving Prizes	Sports Prizes	Productions	Church Readings	Other
AP – Academic prize PP – Progress prize FP- Form prize USA – Lower School Art prize USc – Lower School Science prize UF – Lower School French prize	M – Swimming medal C – Swimming cup SD – Sports Day Award	MP – Main part in production, dance routine or solo	S – Solo or duet in Church Service R – Reading in Church Service CS – Carol Service SS – Spring Service PS – Prize Giving Service	

Upper School Sanctions								
Class 5					Class 6			
Name	Date	Strikes	Reason for Strike	Action Taken	Date	Strikes	Reason for Strike	Action Taken

Key:

Prize Giving Prizes	Sports Prizes	Productions	Church Readings	Other
AP – Academic prize PP – Progress prize FP- Form prize USA – Lower School Art prize USc – Lower School Science prize UF – Lower School French prize	M – Swimming medal C – Swimming cup SD – Sports Day Award	MP – Main part in production, dance routine or solo	S – Solo or duet in Church Service R – Reading in Church Service CS – Carol Service SS – Spring Service PS – Prize Giving Service	