



BEHAVIOUR MANAGEMENT POLICY

A Discipline Policy

(Junior School)

Reviewed September 2020

EXPECTATIONS, ENCOURAGEMENT AND SANCTIONS

The expected code of behaviour at QE Junior School is based upon Christian values, common sense and respect, and a reciprocal sense of trust between staff and pupils. All are expected to treat others with sympathy, understanding, tolerance and respect.

Promoting good behaviour – our philosophy

The School takes the view that rewards are more effective than punishment in motivating pupils, and is committed to promoting and rewarding behaviour that reflects our values based system. A system of rewards and sanctions applies across the entire range of pupils. It seeks to create and reinforce positive relationships between all members of the school community, and with the wider community it serves. It also endeavours to promote respect for personal and communal property. All staff are encouraged to respond to all evidence of commitment, good work and positive behaviour (whether within the classroom or without) with praise and reward and, further, to share this with others. It is applied fairly so that (a) all pupils are motivated to seek praise and reward, (b) sanctions are both consistent and proportionate, and (c) it is clearly understood and valued by staff, pupils and parents.

Rewards – the recognition and appreciation of achievement

It is important that pupils should perceive that our first instinct is to notice and applaud their achievements and that the school recognises the importance of praise and rewards in promoting good behaviour. We aim to reward good behaviour informally and also to recognise and praise achievements of all different kinds through verbal commendation, assemblies and publications. Examples of how and where students receive praise are:

- Golden Time
- House Points
- Referral to Headmaster for praise
- Praise in assemblies
- Awarded Star of the Week
- Awarded a Headmaster's Diploma
- QE News and stories on the website

Assembly commendations for service, honesty, improvement, effort etc.

School prizes are awarded for all round excellence, endeavour, school service, or for a particular subject

Often the most valuable form of praise and encouragement is that offered by a subject teacher. This can be offered verbally, during or at the end of a lesson, or as part of the marking process.

ENCOURAGEMENT

Good behaviour and effort have an intrinsic value and reward in themselves, in the self-esteem that they bring and to the enhanced quality of life they engender within the community as a whole. House and school positions of responsibility, such as House or School monitors/prefects and Team Captains are a clear outcome of positive friendships, behaviour, trustworthiness and reliability. In addition, team colours, house points, commendations and prizes are all important means by which good work and behaviour is rewarded.

RULES

All pupils are expected to accept the School Rules. All pupils are actively encouraged to share this common code, and to keep the rules in the proper spirit of the community. It is realised that things will sometimes and regrettably go wrong, rules broken or expectations not met, in which circumstances the School may wish to invoke the sanctions listed below.

SCHOOL RULES

Any act of uncivilised behaviour and any breach of common sense, common courtesy or respect and trust, is interpreted as a breach of School Rules.

THE SITE

- Dress/uniform regulations must be strictly adhered to.
- All pupils are expected to attend lunch, unless with the sanction of the Class Teacher or Headmaster. No food should be taken from the Dining Hall at any time. Chewing gum is strictly forbidden anywhere on site, as is eating in a lesson.
- Normal rules of safety must be observed in and around all buildings. Nothing must be thrown from or at windows or stairs.
- Rules of the Sports' Gym must be strictly adhered to at all times.
- All laser pointers/pens are banned.
- No Mobile phones, except with special permission from the Headmaster for exceptional circumstances. These are to be handed into the office on arrival at school.
- Imitation guns, BB guns and all types of knife and fireworks are forbidden.

- The possession and distribution of pornography any sort is strictly forbidden.
- Rules for the use of the Internet and e-mail, published separately, are to be strictly adhered to.
- No student has the right to use the latest technology (such as e-mail or internet) to intimidate, ridicule, embarrass, threaten, or any other behaviour that might cause hurt and upset to the recipient. Students do not have access to internet chat rooms or sites such as Facebook etc. through the school intranet.

OUTSIDE OF SCHOOL

- No student is allowed to go off-site except if accompanied and supervised by an adult. The only exception to this is with written permission of parent for a boy in Year 6 to go to a nearby bus stop or agreed location.
- Students should not eat in public (i.e. in the theatre, walking to the swimming pool or at Failand).
- Students must always remember that when off-site they are representing the school, and their behaviour should be exemplary and respectful at all times.

SERIOUS BREACHES OF DISCIPLINE

The school will actively seek to reconcile problems, particularly with reference to relationships, through support, counselling and 'Restorative Justice'. There are certain misdemeanours that are considered very serious. The following may command a period of temporary exclusion, and may lead to permanent exclusion from school. The overriding principles adopted by the school when dealing with breaches of school discipline however are forgiveness and reconciliation.

1. **Bullying:** The Anti-bullying policy makes clear how the School defines bullying. It is viewed very seriously. Therefore, in any case of bullying, the Class Teacher will be initially involved and responsible for taking action. The Class Teacher will inform the Head Master and Head of Pastoral Care who will then thoroughly investigate the matter, and between them they will decide on the seriousness of the case. If proven, the incident will be placed on the Register of Bullying File and Register of Serious Misdemeanours. Appropriate action will follow policy guidelines.
2. **Theft:** The taking of possessions belonging to others is an immoral act and a criminal offence. This includes 'borrowing' someone's possessions without first asking their permission to do so. The Head of Pastoral Care and, if required, the Headmaster will investigate the allegations, with the assistance of the appropriate Class Teacher(s).
3. **Abusive behaviour:** Rude and abusive behaviour, including the use of bad language or unpleasant gestures, is forbidden. The rule of thumb to be used is that anything that shows a lack of respect or is upsetting to others should clearly not be done or said to any member of the school community. If it is done deliberately to upset and offend this is a serious

misdeemeanour, which in the first instance will mean a detention. Persistently abusive behaviour may result in further detentions, temporary suspension and a request that the pupil leave the school.

4. Vandalism: The wilful damage of property is an act of vandalism, and is treated with the utmost seriousness. The minimum sanction will be a detention and for the pupil is liable for the full cost of the damage done.
5. Disruptive Behaviour in the classroom: Persistent poor behaviour which impedes the learning of others will not be tolerated, and will lead to in the first instance a school detention, continual disruptive behaviour will involve possibly suspension for a set period followed by full suspension.
6. Constant Breaking of School Rules: Students who constantly stretch or break the rules, making little effort to curb their behaviour, will be at risk of detention or in extreme cases, of being temporarily or permanently suspended from school.

SANCTIONS

Nature of sanctions: A system of sanctions complements the system of rewards. Sanctions should be imposed for breaches of School Rules. They should be fair, reasonable and consistent with this policy. They should never be humiliating, degrading, inappropriate or disproportionate, nor should they compromise the health and safety of the pupil or others. The system of sanctions should also aim to improve pupil behaviour. Consequently, pupils in receipt of sanctions should be properly supported by the School's pastoral system. All forms of corporal punishment are unlawful. Further, any sanction imposed on a pupil will take account of any disability, special educational need or specific learning difficulty or particular religious belief. Finally, where misbehaviour by a pupil raises concerns over a child's safety and welfare, such concerns will be dealt with in accordance with the School's Safeguarding Policy. All incidents with sanctions must be entered in the Daybook.

Loss of Golden Time

The boys receive golden time each week as a reward for keeping to the values of the school. This takes the form of a period off timetable. If a boy behaves in a way that does not reflect the values of the school then he may lose some or all of his golden time. Any loss of golden time must be recorded on Day Book.

School Detention

There are different levels of detention.

On occasion students may be kept back from break by a teacher for minor issues. These may be related to their behaviour or their work. The teacher will record that the student has been kept back and the reason on Day Book.

For serious misdemeanours the student will be placed on detention. If a boy is given a detention he must report to his form tutor to explain his behaviour. A message will be sent home to record the detention time, date and reason. Detention may vary in length, but will not last for more than 20 minutes and will take place on a specified occasion, usually at break or lunch time. The Assistant Head will be informed of the detention and will record it.

Assistant Head's Detention:

If a boy is persistent in the behaviour that led to a first detention, or it is a more serious issue, he will be given a detention with the Assistant Head. He must immediately report to the Assistant Head to explain his behaviour and at this point, a letter will be written home regarding the matter. The Assistant Head will record the detention and may involve parents.

Headmaster's Detention:

If there is a further repetition of the behaviour that led to the detention, the boy will be sent to the Head Master for a Head Master's Detention. At this point, the boy's parents may be asked to come in to school to discuss the matter.

Pupils involved in sporting activities, outings etc. at the time of the detention will have to attend detention on the given day and therefore may not be available for their activity. For serious offences, a boy may be put straight in to a Head Master's Detention without having been through the previous two stages.

A pupil attending three or more Headmaster's or Deputy Head's Detention in a term, may be suspended from school.

Temporary Suspension - Internal or External

Temporary exclusion, for a maximum period of one week, but more normally less than one week, is for serious breaches of school discipline, as in examples given above. Subsequent misbehaviour following a temporary suspension may lead to a request to withdraw the child from the school permanently. Very severe misdemeanours may result in permanent exclusion.

Expulsion (Permanent Exclusion)

For full details please refer to the separate *Exclusion and Governor Review Policy*.

Only the Headmaster can expel a pupil and before doing so the Headmaster will follow the same procedure as for suspension. Permanent exclusion can follow from a range of offences including any matter pertaining to a serious breach of the school rules. Such reasons may include (but are not limited to) the possession, use or distribution of alcohol, tobacco, illegal substances and recreational drugs (including "legal highs"); anti-social behaviour (including cyber bullying); bringing the school into disrepute (including verbally, in print or online); gambling; stealing. Repeat offences are particularly likely to give rise to a temporary or permanent exclusion. In making decisions about exclusion, the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case.

Review of Expulsion Decision

For full details, please refer to the *Exclusion and Governor Review Policy*.

Parents may ask for a Governors' Review of a decision to expel or require the removal of a pupil from the School. The request must be made as soon as possible and in any event within five school days of the decision being notified to the Parents. There will be no right to a Review of other sanctions but a pupil who feels aggrieved may ask the Headmaster to take up their concerns with the member of staff who imposed the sanction.

Restraint and Physical Intervention

Use of physical restraint by members of staff is always as a last resort using reasonable and non-injurious means and only for the minimum period necessary to prevent injury to self or others, or to prevent serious damage to property. Any use of force by staff will be reasonable, proportionate and lawful. A record of restraint is kept in the Junior School office. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force* (July 2013) and as set out in Appendix 1.

Malicious Allegations against Staff

If there is a malicious accusation made by a pupil against a member of staff, and the accusation is shown to have been deliberately invented or malicious, the School will consider taking disciplinary action in accordance with this policy.

If there is a malicious accusation made by a parent against a member of staff, and the accusation is shown to have been deliberately invented or malicious, the School will consider whether to require that parent to remove their child or children from the School, in accordance with the School's Terms and Conditions.

In accordance with Part 4 of the DfE's current guidance *Keeping children safe in education (KCSIE)*, 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.

Searching Pupils

Informed consent: The School staff may search a pupil with their consent for any item. If a member of staff suspects that a pupil has a banned item in their possession, they can instruct the pupil to turn out their pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.

Searches without consent: In relation to prohibited items, the Head, and staff authorised by the Head, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 2 in the Senior School Behaviour Policy for the School's policy on searching and confiscation.

Such action will be taken in accordance with the DfE guidance *Searching, screening and confiscation* (February 2014).

Inadmissible Sanctions

In accordance with the law, under no circumstances does the Junior School use corporal punishment.

Fines, the imposition of lines and the unreasonable deprivation of liberty, preventing the student from having a school meal, are all also inadmissible at QEH Junior School.



JUNIOR SCHOOL RULES

The QEH WAY

These are the principles by which we try to live our lives at QEH Junior School.

We treat other people as we would wish to be treated

We forgive

We share

We are honest

We listen to other people

We are kind and helpful

We always try to be our best self

At all times boys must behave courteously, in language and action, and in such a manner as not to bring discredit to the school. A high standard of conduct is expected both in school and at all school functions.

Our school rules apply at all times in school, on trips, when representing the school elsewhere, (including abroad), when travelling to and from school and at all other times when a boy's actions might affect the well-being of others in the school community or the reputation of the school.

CONDUCT

- Bullying, of any description, is unacceptable.
- School property and the property of others must be looked after by those using it. Damage to furniture and fittings must be reported immediately. Lost or damaged goods must be replaced by those who borrowed them.
- The theft of property at school is regarded as a very serious offence. Boys found guilty of theft lose the right to be a member of the school.
- Offensive weapons are not permitted at school or at any school function. These include knives, guns, laser pens and fireworks.
- Chewing gum is not allowed at school. Boys must not bring it nor should they chew it on the premises.
- Mobile telephones may not be brought to school, except in exceptional circumstances with the permission of the Headmaster.
- Photographing or videoing anyone at school is not permitted without first obtaining the consent of the intended subject.
- Buying or selling of personal items is not allowed in school. No boy should attempt to conduct any business within the school unless it has been sanctioned as a school event.

Our Uniform

- School uniform is compulsory for all school attendances, for travel to and from school, and outside activities including, for example, away matches, visits to other schools, outings etc., unless a change has been authorised by the Headmaster.
The uniform for boys is:
- Navy blue blazer and badge with dark grey trousers (long or short).
- White shirts worn with school tie.
- Jumpers, if worn, must be dark blue of a 'V' neck style with the embroidered school badge.
- Grey or dark coloured socks.
- Black shoes.
- Coats, if worn, should be of a dark colour.
- Hair is to be worn at a reasonable length, at the discretion of the Headmaster, and it is to be kept tidily trimmed. Hair should retain its natural colour.
- No jewellery may be worn.
- All boys must maintain a clean and tidy appearance.

ATTENDANCE

- All boys must attend:
- Monday to Friday (during school hours)
 - Year 3 + Year 4: 8.40am - 3.50pm
 - Year 5 + Year 6: 8.40am – 4.00pm
- At all other school functions as required including assemblies, and church services held outside the school.
- Any other school function, as designated by the Headmaster.
- Prior permission to be absent from school must be obtained from the Headmaster. Including the annual summer term Sports Day.

- The Junior School Office should be informed if boys are going to miss registration at 8.40am. Messages can be sent by letter, telephone or email.
- Whether absence is notified previously or not, a brief note of explanation must be brought by the boy on the day of his return to school and handed to his form teacher.

HOMEWORK

- Homework set by staff must be done promptly to the highest possible standard and produced on time.