

# **KIRKHAM GRAMMAR JUNIOR, INFANT AND PRE-SCHOOL**

## **POLICY DOCUMENT**

### **BEHAVIOUR, REWARDS AND SANCTIONS**

<b>Policy number: 7</b>	<b>Originating date: February 1998</b>	<b>Date last reviewed: July 2021</b>	<b>Next review: July 2023</b>
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Kirkham Grammar Junior, Infant and Pre-School is dedicated to ensuring that the school environment supports learning and the well-being of pupils and staff through a strong sense of community cohesion. Cooperation, support and respect are the foundations of this community and all work hard to provide a safe school where pupils feel included in every aspect of school life and comfortable to voice their opinions.

The school believes that the encouragement of positive behaviour patterns promotes good relationships throughout, built on trust and understanding. Through the use of this policy, pupils are supported in developing a high level of social awareness, thus ensuring that they leave school with the key skills required to continue to progress to the best of their ability in all areas of life.

#### **AIMS**

- To ensure an environment where all pupils can learn effectively.
- To provide an atmosphere where self-discipline is encouraged.
- To promote the highest standards of behaviour by all pupils.
- To promote good manners by pupils in all areas of school life.
- To generate an atmosphere of mutual respect between pupils and staff.
- To encourage a consistent approach to any sanctions used and develop, within each pupil, knowledge of what is appropriate behaviour within the community and what is not, whilst recognising that some pupils require a more personalised approach.
- To ensure that poor behaviour is dealt with at the lowest level appropriate to any misdemeanour and to previous incidence.
- To encourage a positive relationship with parents/carers and to develop a shared approach involving them in the implementation of school policy.
- To encourage the health, safety and well-being of all pupils and staff.
- To encourage older pupils to set a good example to younger children.
- To take all reasonable measures to ensure the safety and well-being of all pupils and staff, which includes protection from bullying.

#### **ROLES AND RESPONSIBILITIES**

**The Governing Body** will establish and keep under review the policy for the promotion of good behaviour.

**The Headmistress** will be responsible for the day to day implementation of the policy and procedures. She will also support staff faced with difficult behaviour.

**The Pre-School Manager** is the named person for Behaviour Management within the Pre-School.

**All Staff**, volunteers and anyone else coming into the school must act responsibly and professionally, and never denigrate pupils nor colleagues. Discipline is to be consistent across the school so that behavioural boundaries and sanctions are clear to all and applied fairly, proportionately and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable pupils may face. Staff will be responsible for ensuring that the policy and procedures are followed and consistently applied. They will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also ensure that concerns of pupils are listened to and addressed. The school recognises that where individual pupils engage in continual disruptive behaviour this can be as a result of unmet mental health needs. If such needs are identified, everything possible will be done to ensure that the appropriate support is provided.

**The Senior Management Team** will work towards the School Aims by:

- Monitoring and reviewing behaviour throughout the School and revising the policy whenever necessary.
- Endeavouring to create a positive environment for learning and development to take place and where unacceptable behaviour is not tolerated.
- Acknowledging the importance of positive motivation in all aspects of school life and that this is reflected in the Teaching and Learning policy.
- Ensuring that all members of the teaching staff are aware of the disciplinary procedure to be followed so that consistency is maintained.
- Recording all serious breaches of behaviour and reporting same to relevant parties.
- Ensuring that all pupils attend school whenever possible and that unexplained absences are investigated.
- Ensuring that the school building and grounds are in a good state of repair and that the environment reflects a positive image.

**The teaching staff** will work towards the School Aims by:

- Creating a positive learning environment which will allow each pupil to reach their fullest potential.
- Reflecting a positive role model for the pupils to copy.
- Ensuring that each pupil learns without hindrance from any other member of the class.
- Recognising that each pupil's learning needs will be different.
- Encouraging the pupils to be responsible for their own actions and behaviour.
- Using assemblies and PSHE to promote high standards and moral values.

**The pupils** will work towards the School Aims by:

- Working hard and showing respect for the rights and values of each individual within the School.
- Attending school regularly and arriving for lessons on time.
- Having respect for the fabric of the school and looking after its contents.
- Adhering to the school rules.
- Reaching their full potential in all aspects of School life.
- Adhering to the Code of Conduct.

Encouraged by the **Management and Teaching staff, the parents/carers** can contribute towards the School Aims by:

- Supporting the staff in maintaining the discipline code.
- Accepting a realistic assessment of their child's ability and offering encouragement and praise whenever possible.
- Attending Parents' Evenings and meetings etc to discuss their child's progress, attainment and behaviour.
- Ensuring that their children attend School during official term time and informing the School whenever absences occur.
- Supporting their children in ensuring all homework is conducted in an atmosphere which is conducive to learning and is handed back on time.
- Accepting responsibility for their child's behaviour at all times whilst they are in School.
- Supporting their children in all extra-curricular activities, concerts and fundraising activities.

### **DISCIPLINE PROCEDURE**

- A Code of Conduct (see Appendix 1) is accessible to all.
- Isolated incidents of poor behaviour and sub-standard work should be dealt with by the Class Teacher/Key Worker and should take the form of a verbal reprimand.
- In the Pre-School, the Pre-School Manager will be kept informed of any persistent problems.
- In the Junior and Infant School, a short detention or, in the case of poor work, a repeat of the set task may be given. Persistent offenders should be referred initially to the Deputy Head who, in turn, calls in the pupil's parents/carers should it be deemed necessary. All incidents should be recorded on a report form designed for the purpose. If the teacher/Deputy Head feels it necessary, pupils will be placed on a weekly report where their behaviour/work will be closely monitored. This will only be undertaken following discussion with the Headmistress. If all attempts to resolve a problem fail, it may, as a last resort, become necessary to suspend/expel the pupil from school. For further information, please refer to the Exclusion Policy. This decision will only be taken by the Headmistress.

### **INTERVENTION BY OTHER AGENCIES**

The School recognises that poor behaviour can have many causes, and aims to investigate the root causes of such behaviour. Where appropriate assistance from the Head of Learning

Support and appropriate outside agencies will be requested as a means of addressing these issues. At no time however will disruptive behaviour be allowed to affect the education of others.

## **APPRECIATION, REWARDS & DISTINCTIONS**

The school believes that children respond better to encouragement than to criticism. Wherever possible, the positive aspects of any pupil should be emphasized and any criticism should be constructive and designed to enhance the pupil's feeling of self-worth and not to dispirit.

Achievement is recognised and applauded in school assemblies, by the award of house points, credits, merit certificates and distinctions. Certificates are also handed out regularly for a variety of different achievements mentioned in the fortnightly newsletter and occasionally in the Press. Prizegiving is also a platform to recognise achievements within school.

All staff are responsible for utilising the school reward system as a way of encouraging good conduct throughout the school by celebrating and rewarding good behaviour.

## **SANCTIONS**

It is the school's policy to keep the use of sanctions to a minimum. It is usually sufficient to express disappointment when dealing with poor behaviour. In accordance with the law there is no corporal punishment allowed by the school.

### **Pre-School**

Within the Pre-School boundaries are set for behaviour in a way which help the pupil to develop a sense of the significance of their own behaviour. Sanctions applied in the case of unacceptable behaviour must take account of the age and stage of development of the pupil, be relevant to the action or actions and must be fair.

Pre-School staff will ensure that the parents/carers are fully informed about any behavioural issues and support the actions being taken to modify the pupil's unacceptable behaviour. Incidents concerning difficult behaviour will be logged in the Incident Book, which is kept locked in a cupboard for reasons of confidentiality.

### **Junior and Infant School**

Class Teachers deal with misbehaviour in the first instance. If misbehaviour is on the playground or in the Dining Hall, the member of staff on duty will take action. Serious instances of misbehaviour should be referred to the Deputy Head who will take action as required and advise the Headmistress accordingly. The Headmistress will record details of serious incidents in a Sanctions Book.

Where there is serious concern, the parents/carers will be informed and involved in the correction process so that the pupil is aware that school and home are working closely together in his or her best interests. Referral to parents/carers is, in itself, considered a significant sanction and may be an effective deterrent.

The sanctions applied include the withdrawal of free time, separation from peers for a prescribed period and the withdrawal of privileges. In some circumstances a Behaviour Log will be used to the pupil and parents/carers notified.

In more extreme instances a pupil may be excluded from tuition or where the requirements of the school or its rules have been seriously contravened, the Headmistress, in consultation with the Headmaster, has the power to suspend a pupil or to recommend to the Chairman of Governors that a pupil be expelled.

The procedure for expulsion and any subsequent appeal is set out in a separate policy document.

The school will seek to ensure that all rewards and sanctions are applied fairly, consistently and in accordance with the School's Equal Opportunities Policy.

This policy has been checked against the latest guidelines from School Inspectors *Regulatory Requirements, ISI, January [2017]* and has been found to be compliant. It has also been evaluated with due regard to the latest statutory guidance *Keeping Children Safe in Education, DFE [2016]* and *Behaviour and Discipline in Schools, Advice for Headteachers and School Staff [2016]*.

*Kirkham Grammar School*  
*Registered Charity No: 1123869 and Registered Company No: 6195985*

**CODE OF CONDUCT**

Many of the rules below are common sense and others are reminders that we live in a community and that we all have responsibilities to others. Many of the important issues are not included, such as the expectation of honourable conduct because it is assumed that this can be anticipated. The school expects all pupils to be, in manner and speech, honest, courteous, truthful and considerate of others and to preserve the good name of the school.

The Headmistress may make an amendment to a rule by communication to pupils through assemblies.

**BREAK TIMES AND LUNCH TIMES**

Toilets or cloakroom areas may not be used for gathering.

Pupils should ensure that litter is placed in bins provided.

Full dress code must be observed at the end of lunch/break when re-entering classrooms. The only exceptions to this are when permission is given by the Headmistress.

**BEFORE AND AFTER SCHOOL**

Full school uniform must be worn on arrival to school and on leaving school. Specific permission will be given for alternative attire.

Pupils remaining after school for a club or practice must travel home in school uniform or full school tracksuit.

It is the responsibility of parents to reinforce safety in the carpark.

**PERSONAL PROPERTY**

The school accepts no responsibility to loss or damage to personal property left unattended.

At all times respect must be shown for other people's property.

Pupils must never interfere with or remove another pupil's property – it is likely to be interpreted as theft.

All buying/selling in school is forbidden as is gambling or swapping without the foreknowledge of a teacher and of the parents of both pupils.

Mobile telephones must not be brought into school, unless the pupil is travelling to and from school by bus. Permission must be sought in advance from the Deputy Head or Headmistress should a parent need to seek an exception to this rule. Mobile telephones must be switched off at all times during the school day.

**SCHOOL PROPERTY**

Pupils are expected to be careful and responsible in use of all school property, furniture and materials. In case of accidental damage, pupils would report damage to the Class Teacher.

**BOUNDS**

All pupils must remain either in the building or on the School playground at all times, unless supervised by an adult.

**GENERAL**

Pupils must follow the uniform guidelines at all times.

Chewing gum is not allowed at any time

Within school corridors pupils should keep left to avoid congestion, and always walk quietly and carefully around school.

All ball games must be played in a manner which does not affect people nor endanger school property and with the permission of the member of staff on duty.  
Pupils should be encouraged to be responsible for the care of equipment.

All pupils should be gentle, kind, polite, considerate and helpful.

**CLASSROOM EXPECTATIONS**

This Code of Conduct for classrooms should be applied by all staff and followed by all pupils.

Inevitably there may be some differentiation based upon the age of pupils but good practice should be maintained at all times.

**DURING LESSONS**

- Eating and chewing are not permitted.
  
- If a visitor from outside school enters the classroom all pupils should stand from I3 to J4.
  
- Pupils should work purposefully and at no time disrupt the work of other pupils by their behaviour.
  
- Homework planners must be used to write down homework.