Behaviour and Discipline Policy Including EYFS

The Chadderton Preparatory Grammar

1. Introduction

Our policy reflects the DfE guidance, in particular 'Preventing and Tackling Bullying' (DfE, 2017), 'Use of Reasonable Force' (DfE, 2013) and 'Keeping Children Safe in Education' (DfE, 2021).

This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Complaints

2. Aims and Expectations

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The School's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe, and secure.

The School has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The School expects every member of the school community to behave in a considerate way towards others.

We treat all students fairly and apply this behaviour policy in a consistent way.

This policy aims to help students grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The School rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

3. Rewards and Sanctions

We praise and reward students for good behaviour in a variety of ways:

- teachers congratulate students;
- teachers give students dojo's.

- we give dojo's to students, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
- we reward 'houses' as a collective group at different times of the school year;
- prizes at the end of the academic year;
- commendations (including letter to parents);
- Celebration assemblies..

The School acknowledges all the efforts and achievements of students, both in and out of school.

The School employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect students to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect students to try their best in all activities. If they do not do so, we may ask them to redo a task.
- If a student is disruptive in class, the teacher reprimands him or her. If a student misbehaves repeatedly, we isolate the student from the rest of the class until they calm down, and is able to work sensibly again with others.
- The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the class teacher stops the activity and prevents the student from taking part for the rest of that session.
- If a student threatens, hurts or bullies another student, the class teacher records the incident and the student is sanctioned.
- If a student repeatedly acts in a way that disrupts or upsets others, the School contacts the student's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the student.

The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the students and the teacher. In this way, every student in the School knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class at an appropriate time

The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all students attend school free from fear.

All members of staff are aware of the regulations regarding the use of force by teachers ('Use of Reasonable Force' (DfE, 2013). Teachers in our school do not threaten, hit, push or slap students (not use or threaten corporal punishment). Staff only intervene physically to restrain students or to prevent injury to a student, or if a student is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of students.

4. The Role of the Class Teacher

It is the responsibility of teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The teachers in our school have high expectations of the students with regard to behaviour, and they strive to ensure that all students work to the best of their ability.

The teacher treats each student fairly and enforces the classroom code consistently. The teachers treat all students in their classes with respect and understanding.

If a student misbehaves repeatedly in class, the teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Head.

The teacher liaises with external agencies, as necessary, to support and guide the progress of each student.

The teacher reports to parents about the progress of each student in their class, in line with the whole-school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of a student.

5. The Role of the Head Teacher

It is the responsibility of the Head, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the School. It is also the responsibility of the Head to ensure the health, safety and welfare of all students in the School.

The Head supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Head keeps records of all reported serious incidents of misbehaviour.

The Head has the responsibility for giving fixed-term suspensions to individual students for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Head may permanently exclude a student.

6. The Role of Parents

The School collaborates actively with parents, so that students receive consistent messages about how to behave at home and at school.

We expect parents to support their student's learning, and to cooperate with the School. We try to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their student's welfare or behaviour.

If the School has to use reasonable sanctions to punish a student, we expect parents to support the actions of the School. If parents have any concerns about the way that their student has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented in accordance with the Complaints Procedure.

7. The Role of the Owner

The Head has the day-to-day authority to implement the School's policy on behaviour and discipline, but the owner may give advice to the Head about particular disciplinary issues. The Head must take this into account when making decisions about matters of behaviour.

8. Fixed-Term and Permanent Exclusions

The School seeks to provide a disciplined and ordered family community in which education and learning can flourish. When accepting a place, parents agree that their son or daughter should be subject at all times to the School Rules and Regulations in force.

The School will make clear the standards of behaviour and commitment that it expects from students. It will encourage students to adopt positive attitudes and values such as consideration, honesty, and respect for others. It will acknowledge and praise students when they reach these standards.

Any breach of good manners or good sense whether at school, on journeys to and from school, at events organised by the School or when representing the School is a breach of School Rules. High standards of behaviour are expected at all times and bullying in any form is unacceptable.

The School's Terms and Conditions confer upon the Head the power to impose the sanction of suspension or expulsion on any student for any cause which they consider adequate.

Suspension may be ordered if a student persists in misdemeanours after warnings or is involved in bullying, anti-social behaviour, theft, lying, bringing prohibited articles or substances to School, repeated truancy from lessons or other serious wrongdoing. This gives the student a chance to consider, if possible, with the help of discussions at home, the possibility that expulsion may subsequently be ordered unless conduct improves.

Expulsion may be ordered in certain circumstances, normally following suspension except in cases of serious misconduct. If this sanction is being considered, both the student and parents will normally be invited to a meeting with the Head. Parents may in some cases be offered the opportunity to withdraw the student. In other cases, the Head may expel the student forthwith. The appropriate procedure to be adopted in any case is entirely at the discretion of the Head.

Parents should be informed that it is now a criminal offence punishable by fixed penalty fine or prosecution of the parents if a student is seen in a public place during normal school hours without reasonable justification, during the first five days of exclusion from state school. Students excluded from an independent school may be apprehended, as it would not be evident to a police officer that the student is not from a state school.

We do not wish to exclude any student from school, but sometimes this may be necessary. The School has therefore adopted the DFE's national standard list of reasons for exclusion and follows their standard guidance in any decision to exclude a student from school.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf

Only the Head (or the acting Head) has the power to exclude a student from school. The Head may exclude a student for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Head may exclude a student permanently. It is also possible for the Head to convert a fixed-term exclusion into a permanent exclusion if the circumstances warrant this.

If the Head excludes a student, she/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Head makes it clear to the parents that they can, if they wish, appeal

against the decision to the School's Directors. The School informs the parents how to make any such appeal.

The Head informs the owner about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

When the Directors meet to consider exclusion, they consider the circumstances in which the student was excluded, consider any representation by parents, and consider whether the student should be reinstated.

If the Directors decide that a student should be reinstated, the Head must comply with this ruling.

9. Drug and Alcohol-Related Incidents

It is the policy of this school that no student should bring any drug, legal or illegal, to school. If a student will need medication during the school day the parent or guardian should notify the School and ask permission for the medication to be brought. This should be taken directly to the school secretary who will ensure a consent form is completed by the parent or guardian. Any medication needed by a student while in school must be taken under the supervision of the authorised member of staff.

The School will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any student involved will always be notified. Any student who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the student will normally be permanently excluded, and the police and social services will be informed.

If any student is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that student to be taken home.

It is forbidden for anyone, adult or student, to bring onto the school premises illegal drugs. Any student who is found to have brought to school any type of illegal substance will normally be punished by a temporary exclusion. The student will not be readmitted to the School until a parent or guardian of the student has visited the School and discussed the seriousness of the incident with the Head.

If the offence is repeated the student will be permanently excluded.

If a student is found to have deliberately brought illegal substances into school and is found to be distributing these to other students for money, the student will be permanently excluded from the School. The police and social services will also be informed.

Should the Head judge that it is appropriate for the student to be required to leave, they will present the case to the owner or a director and request approval for this action to be taken.

10. Monitoring and Review

The Head monitors the effectiveness of this policy on a regular basis. The School has a register of sanctions, and the Head keeps a record of any student who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the Head to ensure that the school policy is administered fairly and consistently. Particular attention is paid to matters of racial equality. No student is treated unfairly because of race or ethnic background.

Date	Position	Name of Reviewer	Date of Next Review
August 2021	Headmistress	Caroline Greenwood	August 2022
August 2021	Proprietor	Mr A. Khan	August 2022