GODOLPHIN PREP

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Behaviour Policy (including EYFS)

Reviewed: September 2022
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Reviewed by: Head Prep, EYFS/Pre-Prep teacher

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LIVING TOGETHER AT GODOLPHIN

BEHAVIOUR POLICY – PREP (including EYFS)

Policy Statement

Discipline is an essential part of society of which schools are an integral part. We will develop an environment which fosters responsibility and self-discipline in all pupils so that they learn to behave in acceptable ways in different situations both in and out of School.

Aims:

- To encourage in all pupils a sense of self-discipline and responsibility which enhances the Prep community.
- To provide pupils with a framework for appropriate behaviour according to circumstances.
- To ensure that pupils make the most of the learning opportunities in the School.
- To develop respect for people, property and the School environment.
- To develop positive attitudes and self-esteem in everyone.
- To ensure the health and safety of all pupils in School.
- To encourage a shared responsibility between home and school.

Guidelines

- Pupils are encouraged to take responsibility for their own behaviour.
- All staff are responsible for dealing with incidents of unacceptable behaviour throughout the School with consistency (i.e. teaching staff, administrative staff and lunchtime supervisors).
- All staff will promote good behaviour by example and by establishing consistent routines.
- Staff will reinforce and reward responsible behaviour and positive attitudes.

Rewards used to achieve a high standard of behaviour

To include:

- Encourage good behaviour by giving plenty of praise (verbal and written in class and in girls' books)
- Stickers awarded to KS1
- House Points awarded to KS1 and 2
- Subject Certificates awarded in weekly assemblies
- Community Spirit (awarded weekly)
- Colours awarded for excellent performance/contributions in Sport, Art, Drama and Music
- Prizes awarded at our annual Speech Day

Community Spirit

Adults in school (teaching and non-teaching) will nominate someone, most weeks, for a Community Spirit sticker, which is presented during Friday assembly. This denotes thoughtfulness and care for others, over and above the expected day to day courtesies.

PSHE lessons, tutor times and assemblies will be used to enhance the awareness of positive behaviour.

Rules, Rewards and Sanctions

- It is the responsibility of teachers who are assigned to a year group to draw up a set of class rules agreed by the girls.
- It is the responsibility of all staff to make themselves aware of the systems operating in School.
- Staff should monitor and compare the number and frequency of rewards and sanctions given, in order to ensure that there is a shared understanding of standards and expectations in implementing the system.

School Rules

Godolphin runs on the understanding that we can trust one another to behave responsibly and thoughtfully.

Girls will be expected to observe the following:

- to be kind and friendly to others
- to be safe and sensible
- to walk, not run, whilst within and between buildings
- to hold a door open for the person behind, or for a visitor to the school
- to be polite to everyone and to remember to say 'please' and 'thank you'
- to answer questions truthfully and to the best of their ability
- to wear the correct uniform at all times and to look after it, especially in the cloakrooms
- to be ready on time for lessons and to line-up sensibly to walk up to lessons in the Senior School if applicable
- to sign out **with a member of staff** when leaving the school at any time of the day

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Procedures for Dealing with Unacceptable Behaviour

Girls in Pre-Prep will be disciplined by their class teacher.

Girls in Years 3-6

- Action: first warning is given
- Teacher explains that the behaviour is not acceptable or that what the girl is doing is disruptive/puts others at risk.
- Ensure that the girl is making eye contact, not distracted and listening.
- Ask if they understand the explanation.
- This should be done in a calm, firm way but no shouting
- If similar behaviour continues and there is no improvement which means the teacher must speak to the girl again, the name and misbehaviour are recorded and given to the Head (Miss Miller) to deal with as soon as possible. Miss Miller to discuss incident / behaviour with the girl.
- Parents are informed that their child has been referred to Miss Miller on more than one occasion.
- Tutors are asked to record all misdemeanours on the Care List which is reviewed on a regular basis in Prep weekly staff meetings.
- Tutors should also ensure that all entries are cross-referenced as appropriate.
- Teachers need to record incidents of very poor behaviour in the Blue Book in the Head's Office.
- Girls are NOT to be sent out of the classroom, however, when a second warning is given the girl should be moved to sit on her own where possible.

- Other action for incidents of bad/dangerous behaviour may include:

- loss of playtime
- loss of privileges
- writing letters of apology
- withdrawal from favoured activities (to be discussed with the Head)
- carrying out helpful tasks around the school
- Behaviour Monitoring - daily monitoring of behaviour and weekly meetings with the tutor and the Head to review the week. Parents may also be invited to attend weekly review meetings.

- Staff will discuss incidents of poor/dangerous behaviour with parents, informing them of any sanctions so that parents can work with staff to improve behaviour. Records of conversations should be sent to the Head and logged on the Care List. (see pro forma Appendix 1).

- If a girl has learning difficulties or emotional needs, this must be taken into account when dealing with the issue and when dealing with parents.

In the very unlikely event of extreme behaviour, the following disciplinary measures may be taken, as appropriate, in addition to, or instead of, some of the sanctions above:

- Formal written warning, with copy to parents
- Suspension
- Permanent exclusion
  Exclusions are obviously very serious penalties, given by the Head in consultation with and with the agreement of the Chairman of Governors (or in his absence the Vice-Chair). Expulsion is the ultimate penalty and remains on the girl's record. The School will deal with exclusions according to the principles of natural justice and the duty to act fairly. It will therefore ensure that:

- the girl and her parents have a proper opportunity to be heard
- the procedures are as fair as possible
- all investigations that appear necessary are carried out
- the evidence is sufficient
- in the case of an expulsion, that the girl and her parents are informed of an appeal or complaints mechanism
- the incident is properly recorded

If the unacceptable behaviour is classified as bullying, the procedures outlined in the Anti-Bullying Policy will be followed.

Corporal Punishment

Corporal Punishment is prohibited within the school and on school activities. It may not be used in any circumstances by a member of staff or volunteer.

Physical Restraint

Physical Restraint must only be used to avert danger. When you see or participate in an instance of physical restraint, you must complete a Record of Physical Restraint record form.

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APPENDIX 1
PARENTAL MEETING / DISCUSSION

ACADEMIC YEAR …….

Name of Girl …….

Date of meeting ……

Those present:

…….

Discussion / Matters Arising

Action

Signed …… **Name …….**

Date ……..