



POSITIVE BEHAVIOUR AND EXCLUSIONS POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Sarah Hobby- Headteacher

Policy approved by: Robert Berry – Director of Operations

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Reviewer's Signature: S Hobby

Approver's Signature:



Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.



This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy, Anti-Bullying Policy, Cyber Bullying Policy, Physical Restraint and Use of Reasonable Force Policy, and Disability Policies.

The school recognises its duties under the Equality Act 2010 to make reasonable adjustments for pupils with disabilities.

This policy has been drawn up using advice from Behaviour and Discipline in Schools: Advice for Headteachers and School Staff DfE January 2016. This is a whole-school policy and includes EYFS. It is written with due regard to the duty of proprietors, under section 7 of the Education (Independent Schools Standards) Regulations to ensure that arrangements are made to safeguard and promote the welfare of pupils.

The Aims throughout the whole school are:

- To promote good behaviour, self-discipline and respect;
- To promote an environment where everyone feels safe, valued and secure;
- To prevent bullying

Promoting Good Behaviour

As well as staff acting as positive role models, the school will endeavour to promote and teach good behaviour by having the following expectations of the pupils:

- Courtesy and Politeness;
- Respect;
- Dress (uniform, cleanliness, any adornments, including make-up, hair);
- Lessons and punctuality;
- Property;
- Privacy;
- Safety;
- Technology.

School Rules

At Crown House School we adopt a set of "Golden Rules" which form the basis of all the guidelines given to pupils. At the beginning of each school term the pupils are reminded of these rules in PSHEE lessons and in school assemblies. They are displayed in every classroom and discussed at the start of every term in class and in assemblies. These are a set below:

Golden Rules

We are gentle and do not hurt anybody

We respect each other and do not hurt other's feelings.

We use kind and positive words

We listen to each other

We work hard and do not waste our own or other people's time

We are honest and do not cover up the truth



Communication of Behavioural Issues

Pupils always form part of the agenda in staff meetings. A pupil whose behaviour has given cause for concern is brought up for discussion. An action plan is devised in terms of their behaviour management. There may be liaison with parents and other agencies, where they will be informed.

EYFS / Years 1-2

In our discipline we should be positive, encouraging and caring and to set an example through our own behaviour, appearance, punctuality and courtesy. We aim to cultivate responsibility and self-discipline in each pupil.

The fundamental relationship between staff and pupils should be a constructive partnership in learning; one which allows for mutual respect. Appropriate attitudes will be encouraged.

Good behaviour will be reinforced with the following rewards:

- Verbal praise to the individual
- Drawing attention among the group or class to the work or behaviour
- Positive comments written on child's work and/or in Home/School contact book
- Award of a star or sticker for work or behaviour
- Award of a certificate in a weekly celebration assembly
- Nomination for Rights Respecting Schools Award golden ticket
- Golden time (Years 1 & 2)

Discipline must be tempered by sensitivity and tact and take account of a child's personal circumstances. Rules, orders and instructions should be clear.

Positive guidance techniques should be used, including:

- Re-directing children
- Early intervention
- Anticipation and elimination of potential problems

A collective staff vision is important in achieving these goals.

In the event that misbehaviour occurs, one of the following actions would be taken:

- A reprimand
- A warning of the consequences if the misbehaviour is repeated
- Temporary separation of a child from main group
- Missing part of playtime
- The loss of a privilege, e.g. doing a free-choice activity
- Persistent misbehaviour would require liaison with the child's parent or guardian
- In extreme cases, e.g. violence against another pupil or member of staff, the advice and support of the Principal/ Head of the relevant section of the school may be sought.

Years 3-6

Aims



- To cultivate in pupils an acceptance and recognition of responsibility for their own decisions and actions; and for their consequences. This will be done primarily through PSHEE but where appropriate will be incorporated into any lesson.
- To create a school where children are happy and secure in an orderly framework of rules; thus allowing effective learning and the opportunity for each pupil to fulfil their potential, while encouraging mutual respect between all members of the community. Staff should set a good example to pupils in matters of dress, punctuality and commitment; regarding themselves responsible for the behaviour of pupils within the school.
- To teach the pupils respect for their environment.

Incentives

Our policy at Crown House School is to use a positive attitude to discipline rather than simply issue punishments for bad behaviour. Praise and encouragement is seen as very important from an encouraging smile to a quiet word, a public word in assembly, written comments on work, or a visit to other staff, including the Headteacher, to show special achievements.

We use a system of merits. These are awarded for good work and behaviour. They are totalled every week for each house team, with the weekly totals announced in the Head's assembly. The house team with the highest total has a special house cup. The pupils are thus encouraged to work not only for themselves but for the 'good of the House'.

Certificates for good work and behaviour are awarded in regular celebration assemblies. In class pupils can be recognised for good attitude and behaviour by having their name on the 'platinum star' of the class behaviour chart.

Our discipline at Crown House School aims to be firm and fair. While misbehaviour is checked immediately, the individual circumstances of each child are carefully monitored by tutors and pastoral staff so that staff are aware of any extenuating circumstances. The pastoral care system at Crown House School is an integral part of every child's daily school life. Its aim is to develop the social, moral, personal and educational wellbeing of the child through discussion, interaction and awareness of issues appropriate to the age of the child. This is normally led by the form teacher but all teachers have a responsibility through their lessons to encourage and support students to be better citizens. We believe that the better the rapport between pupil and staff, the less the students will 'step out of line'. An appropriate verbal rebuke or encouragement, together with an explanation the pupil clearly understands, is an important part of the discipline process.

However, there are occasions when it is necessary to correct bad behaviour or work. We aim for all staff to implement any sanctions consistently and to have the backing and co-operation of parents.

Sanctions

Sadly, there will be times when children do not behave in line with our expectations. Pupils need to discover where the boundaries of acceptable behaviour lie, as this is a part of growing up. These boundaries are firmly and clearly outlined below.



Failure of any pupil to not get on with his/her work-persistent talking in class; distracting others from learning; answering back.

- The pupil will be asked to sit away from classmates to finish task
- The pupil will be deprived of his/her time in order to complete the task
- The Headteacher will decide on any further action necessary e.g. the class teacher speaking to parents

Major breaches of behaviour include: physical assault; deliberate damage to property; stealing; leaving the school premises without permission; racial/sexual/verbal abuse, including swearing; refusal to work and persistent disruptive behaviour in class.

- The pupil will be asked to apologise immediately.
- The incident will be reported to the Headteacher and noted in the 'Behaviour Log.
- Parents will be involved if appropriate and a suitable sanction agreed.
- The pupil will be reminded that they chose to be abusive and he/she will be reminded of the right choice.

Procedures for dealing with inappropriate behaviour depend on the maturity and emotional needs of each individual.

Any concerns regarding serious verbal or physical behaviour must be reported immediately to the Head.

Implementation

Year 1 to Year 6 operate a behaviour traffic light system for behaviour management. There are three cards – green, yellow and red. Every pupil has a card with their name on and all pupils start each day on the green light. Minor breaches of behaviour result in the pupil moving themselves to the yellow light. Major breaches of behaviour result in the pupil moving their name to the red light. Any pupil being placed on the red light three times in one week will be entered into the Headteacher's 'Behaviour Log'. Pupils who have been placed on the yellow light have time through the day and are actively encouraged to make good choices to earn their way off the yellow light. If a pupil is placed on red light a sanction will follow as immediately as possible and when this sanction has taken place the pupil will return to the green light to start afresh.

- A warning is given to the pupil and reference is made to the School Behaviour Rules – visible in every classroom and working room in the school.
- When placed on a yellow light, the pupil is reminded that they are one step away from red and if they do not improve a sanction will follow.
- If the pupil is placed on the red light a sanction will apply and the pupil's name will be noted by the staff member. This sanction will be of the staff member's choice dependent on where the pupil is in the school at that time.

- Should the pupil's name be on the red light three times in one week, he/she will go to see the Headteacher with a note from the staff member indicating what the three incidents have been. The Headteacher will enter the child into the 'Behaviour Log' and explain why this is happening. Parents will receive a follow up notification each time the pupil is entered into this book.
- Should the pupil be entered into the book three times a letter will be sent to the pupil's parents asking them to follow through suitable discipline at home. Copies of all letters will be either held in the Head's office or on the main management system.

We use physical restraint, such as holding, only to prevent physical injury to pupils or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the EYFS leader/Headteacher and are recorded in the pupil's personal file. The pupil's parent/carer is informed on the same day.

Each case is treated individually. Pupils with Education Health Care Plans for SEN, including Autism and Communication Difficulties will also be disciplined in line with their understanding and this policy. Generally, children are made aware that they are responsible for their own actions and that breaking rules will lead to punishments.

Procedures for Dealing with Major Breaches of Discipline

- A verbal warning by the Headteacher or Deputy Headteacher as to future conduct.
- Withdrawal from the classroom for the rest of the day.
- A letter and / or phone call to parents informing them of the problem.
- A meeting with parents, and either a warning given about the next stage unless there is an improvement in the child's behaviour.
- A Behaviour Plan to be formulated in consultation with parents, class teacher and child.
- If the problem is severe or recurring then exclusion procedures are implemented in consultation with the Governing Body or its representative.
- A case conference involving parents and support agencies.
- Permanent exclusion after consultation with the Governing Body.

Parents will, of course, be advised and involved in any disciplinary matters at the appropriate stage in order to make them aware of their child's behaviour in school and to work together to resolve the problem before more serious measures become necessary.

There is **no** corporal punishment at any Chatsworth Schools.

Confiscations

If items need to be confiscated we will follow the following procedures:

- returning items after a given period (eg items banned from school, such as mobile phones)
- destroying items (eg pornography, tobacco, alcohol)
- handing items to the police (eg banned substances, knives and weapons, stolen items)

Further information can be found in the DfE document “Screening, Searching and Confiscation – advice for head teachers, staff and governing bodies”.

Exclusions Policy

Pupils guilty of serious misconduct may be liable to either fixed-term or permanent exclusion. In circumstances where a pupil’s behaviour, while he/she is not at School (as defined below), damages or threatens, actually or potentially, the wellbeing of any member of the School community or the reputation of the School, the School may investigate the pupil’s conduct. As a result of this investigation, if it is considered appropriate to protect the wellbeing of other pupils and the School’s reputation, sanctions may be imposed proportionate to the seriousness of the misconduct.

When judging whether to exclude a pupil permanently or for a fixed-term, the School will take into account all the circumstances: these will include the age of the pupil, the seriousness of the offence, its impact upon the School and any member of the Crown House School community (pupils and staff), and any extenuating circumstances raised by the pupil in his/her defence.

For the purposes of this policy “at the School” means each of the following:

- On School premises;
- anywhere where a pupil is engaged in an activity organised by School staff or anyone acting on behalf of the School; and
- whenever and wherever the pupil is wearing school uniform or other clothing which identifies him / her as a Crown House School pupil, including when travelling to and from the school.
- in any other way that makes them identifiable as a pupil of the school.

“serious misconduct” means :

- violent or threatening behaviour
- indecent, offensive, abusive, bullying or harassing behaviour
- theft
- possession or consumption of illegal drugs at the school
- possession of offensive weapons or any dangerous, poisonous, flammable or explosive items
- cheating in examinations
- deliberate or reckless damage to property
- rudeness to a member of staff or other adult involved in or encountered in the course of an event organised by the School, or acting on behalf of the School
- serious misuse of School ICT facilities (see the ICT Acceptable Use Policy)
- repeated breaches of the School Code of Conduct
- breach of the Code of Conduct after a pupil has signed a behavioural or academic contract that is criminal; and/or illegal
- has or could have had a serious adverse effect on: (i) any part of the physical environment of the School; (ii) any aspect of the wellbeing of any member of the School community (pupils and staff); and/or (iii) the learning of the pupil himself or that of any other pupil; and/or harms the public image of the School.

To support a pupil receiving a fixed-term exclusion and who would thereby be at risk of permanent exclusion (in the event that he / she were to commit another breach of the Code of Conduct), the pupil will be required

to sign a Pupil Contract in which he / she will agree to a number of targets for behaviour improvement and/or academic performance. This will be monitored by a member of the SMT. Failure to comply could result in permanent exclusion.

Parents may appeal against the exclusion of their child through the school's Complaints Policy.

Liaison with Parents and other Agencies

- The school actively encourages parents to keep in contact and to keep the lines of communication open. Parents will be kept informed of any serious behavioural issues regarding their child. If a Pupil Contract needs to be put into place, parents will be actively encouraged to be involved in the process. Occasionally, the school may need to liaise with outside agencies (e.g. Child Protection Officer, Educational Psychologist, local authority team case worker) to gain advice or to work in tandem to provide the best support for a pupil.
- The policy is available at all times on the school website.
- The policy will be reviewed annually. If any amendments are made at other times parents will be informed via the school's newsletter.

Staff Training

- Staff will receive annual training on this policy, so that they have a clear understanding of the systems and procedures, and their legal responsibilities.

Malicious Accusations against Staff

Sanctions may be imposed on any pupils who are proven to have made malicious allegations against a member of staff, but that the decision on how to proceed should be dealt with sensitively.

In order not to deter pupils from making genuine allegations, the pupil found to have made a malicious accusation should be offered confidentiality.

According to the circumstances, he/she may:

- Receive counselling to help identify why he/she made the allegation
- Be excluded
- Possibly face criminal proceedings

Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.

