

ST. ANNE'S PREPARATORY SCHOOL, CHELMSFORD.
BEHAVIOUR POLICY – updated October 2018 in line with DFE guidance *'Behaviour and Discipline in Schools' (2016)* and should be read in conjunction with our *Physical Intervention and Anti-Bullying Policies –to be reviewed annually*
This policy also applies to EYFS

Discipline

The organisation of St. Anne's School is well established and within school there is a well-defined framework of socially acceptable behaviour. It is recognised that a high standard of conduct is vital to the smooth running of the school and leads to the formation of a good character. To that end all children, parents, carers, teachers and members of staff are expected to adhere to the St. Anne's School Code of Conduct, developed through staff consultation. (Appendix 1) This clearly defines acceptable and unacceptable behaviour both within the school and outside school when wearing school uniform. St. Anne's Code of Conduct can be found on the school website, is displayed in all classrooms and a copy given to parents at the outset of the child's school career. Parents and children sign to confirm that they agree to follow the Code of Conduct and this information is updated annually. The standard of behaviour expected of all pupils is also included in the Home School Agreement (Appendix 2) and parents are asked to sign this on admission to the school.

Children respond to a positive approach and encouragement by praise, and reward is fundamental to the structure of St. Anne's School. We are therefore particularly concerned that our focus should be on rewarding the achievement and positive behaviour that children display. To that end, we employ a wide range of strategies to recognise and reward both individual children and whole class attitude and behaviour.

These strategies include:

1. Awarding House Tokens for
 - good work
 - effort
 - positive attitude
 - politeness
 - being helpful

The winning house will be celebrated during assembly.

1. Whole class awards:
Each teacher has their individual rewards for whole class achievement.
2. Effort Cups are awarded each half term to one or two children in each class who have put extra effort into work, behaviour or attitude.
3. The lunchtime superstars Trophy is awarded each half term to the house which has accumulated the most tokens for good behaviour during the lunch break.
4. A teacher award is awarded annually at Prize-giving to the child in each class who the teacher thinks has stood out as being kind, helpful, a good friend or role model for the rest of the class.
5. A mentor system whereby older pupils 'befriend' a younger child.

Vanessa Bridgman is the named person responsible for Pastoral Care. She counsels the children, works alongside the class teacher to identify their behavioural difficulties, and

plans approaches to help support these children. Progress is reviewed regularly and parents are given frequent updates on their child's progress.

At St. Anne's School we all follow the Golden rules which encourage children to be honest, kind, helpful, hardworking and proud of their school. These rules are regularly addressed in our weekly assemblies. There are a minimum of further rules and these are formulated to ensure the smooth running of the school community and wellbeing of the pupils and staff. When punishment needs to be administered it can usually be dealt with by the class teacher, (at this age it can be by completing time out sheets (Appendix 3) being banned from the playground for bad behaviour to peers or by doing the previous day's uncompleted homework at playtimes, or losing games periods because of some unacceptable behaviour). Useful extra work may be given, especially to older pupils, for flagrant abuse of school rules. Daily report sheets (Appendix 4) requiring comments from teachers are appropriate for the supervision of pupils in the Prep. Dept. on a short-term basis following a severe misdemeanour. The Head Teacher may find it necessary to see the pupil and the parents may be phoned in the pupil's presence or invited into school to discuss any on-going difficulties. A synopsis of behaviour and consequences can be found inside the back page of the Code of Conduct.

Bad behaviour in extracurricular activities will not be tolerated. This reflects on school and other pupils taking part in the activity. Therefore the Head Teacher retains the right to ban immediately any pupil behaving badly.

It is a parent's right to make representation to the Head Teacher if they have any concerns connected with the wellbeing of their child. Corporal punishment is not permitted at St. Anne's School during activity whether or not within the school premises. Teachers may use physical intervention to avert an immediate danger to the property of a person (including the child himself). Disciplinary action will be taken against pupils who are found to have made malicious accusations against staff. (See Code of Conduct).

St. Anne's School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed above, up to and including suspension/exclusion.

Bullying – see separate Anti Bullying Policy

Bullying is not acceptable at St. Anne's. We regard any behaviour that causes distress to other children as regrettable. The whole school policy of teaching our pupils emphasises what is acceptable behaviour and what is not acceptable and why – see anti bullying policy.

All staff are expected to intervene when faced with an unacceptable situation. Children are encouraged to speak to any teachers about problems and to see that the adult is sympathetic and willing to act. Feelings are discussed frequently in lessons and in Assembly or when the occasion demands.

Class teachers and those on playground duty are expected to be especially vigilant. Initially class teachers will deal with a problem with the help of the Head Teacher, if it is thought necessary. The Head Teacher will consult with the child's parents, other teachers and pastoral staff if bad behaviour is persistent. Under the Equality Act 2010, individual behaviour plans may be drawn up for children with special educational needs or disabilities, specialist therapy may be suggested or the child may be referred onwards with the

permission of the parents. If deemed necessary a T.A. will monitor the child's behaviour on a 1:1 basis stepping in to prevent further problems arising.

As a final step the Head Teacher will suspend or expel a pupil.

Pupils' conduct outside the school gates

Non-criminal bad behaviour or bullying which occurs anywhere off the school premises and is witnessed by a member of staff or reported to the school will incur the same level of punishment as that taking place on the premises.

Staff Development

New members of midday staff covering lunchtime duties will be expected to attend training courses for midday assistants and these will be updated regularly. Teachers, TAs and midday assistants are encouraged to discuss behavioural problems with the class teacher or pastoral lead and, if the nature of the problem is sufficiently serious, with the headmistress. Any general school behavioural problems will be raised at the weekly staff meeting and policy altered in accordance with the outcome of the discussion.

Discipline File

The school Discipline File is kept in the headmistress's study (Appendices 5 and 6) and contains details of sanctions imposed for serious misbehaviour. This record is updated annually so that patterns of behaviour can be identified.

Staff are urged to record all incidents of a disturbing nature on either a pastoral care sheet, found on the school shared online area or on the class duplicate notebook for concerns. The top copy of this should be handed to the Pastoral Lead at the end of each week. She will log the details and investigate as appropriate.

Minor incidents of bad behaviour and subsequent consequences on the playground should be recorded in the playground behaviour diary.

See addendum

DAILY REPORT SHEET
Behaviour

Name _____

Week beginning _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Parent Signature
Lesson 1						
Lesson 2						
Lesson 3						
Lesson 4						
Lesson 5						
Lesson 6						
Lesson 7						
Lesson 8						

Parents should sign the sheet at the end of every day.