



Maldon Court Preparatory

School

A4 BEHAVIOUR

Positive Behaviour Policy

This Policy applies to all pupils at Maldon Court Preparatory School including those in the EYFS

Date Written June 2015
Reviewed June 2016

School Aims

- To foster a love of learning in which the varied talents and life experiences of each child are recognised and valued.
- To provide a stimulating curriculum through which the children can flourish and become enthusiastic and independent learners, encouraging them to reach their full potential.
- To promote the traditional values of Kindness, Respect and Courtesy.
- To create confident and happy children who are well prepared for their next step in education. This includes; 11+, Scholarships and entrance to schools with Specialist Status.
- To promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs: both in the local and wider community.

“Behaviour is the way we act and respond to people and to situations we find ourselves in.”

Rationale

We believe that everyone here at Maldon Court has the right to be happy and feel safe when they are at this school from when they begin in the Early Years Foundation Stage until they leave at the end of Form 6. Our school had a strong family atmosphere and we encourage children to take care of each other as family members. In order to achieve this we have a list of rules drawn up by teachers and pupils. These are phrased positively rather than negatively; at all times good behaviour is praised.

Aims of the whole school (EYFS – FORM 6) Behaviour Policy

Our aim is for all children to behave in socially acceptable ways by:

- Treating other children and adults with respect
- Speaking politely to other people
- Having self confidence and high self esteem
- Having self control and the ability and time for reflection
- Having a sense of fairness, honesty and empathy

The behaviour and discipline in school will be closely monitored in a consistent and fair manner by the leadership team-Mrs Guest Principal and DSL, Mrs Mason, Headteacher and Mrs Olive, Class teacher and Pastoral Support Coordinator, in line with the Aims of the School.

To encourage this, **staff** will:

- Be role models at all times by:
- Treating all children and other adults with respect
- Setting appropriate boundaries for behaviour
- Speaking politely to other people
- Showing respect for all people in the school community
- Praising children's efforts and give feedback in an informative way.
- Using a consistent approach to behaviour management in the classroom and around the school building.
- Attending relevant courses as appropriate.

As a school that values close links with **parents**, we will be looking for **parents** to share responsibility for children's behaviour by:

- Making children aware of appropriate behaviour
- Encouraging independence and self discipline
- Showing an interest in school work
- Supporting the school in its implementation of the Positive Behaviour Policy.

Pupils too need to be aware of their responsibilities. They should:

- Treat others, their belongings and the environment with respect.
- Show consideration and empathy for others
- Consider the effects of their actions on others.
- Be aware of age appropriate behaviour as they mature.
- Be aware that disciplinary action will be made if they are found to have made unfounded and malicious accusations against staff, other pupils or parents.

Rewards

The school actively promotes good behaviour, good manners, kindness to others, being helpful and good pieces of work. All pupils, from EYFS – F6, are members of a house; Canada, Australia or New Zealand and can gain stars for their house for any signs of positive behaviour. Stars are stuck onto star charts in the school diaries. Certificates are gained when a child has received a particular number of stars. Bronze for twenty five stars, Silver, fifty stars and Gold seventy five stars. The certificates are given during house meetings when the children celebrate their achievements.

Every Monday there is a Star Assembly where stars which have been awarded that week are displayed on the House boards. Children who have received the most stars in their house get a special certificate. All stars/points gained during the year go towards the House Cup awarded at the annual Prize Giving.

Pupils can gain a Headteacher's award for outstanding work or positive behaviour and the Headteacher also has a 'marble tin' in which she places marbles for any signs of positive behaviour. When the tin is full, a reward is given to the whole school.

It is central to the philosophy of Maldon Court School that all staff should be very positive at all times towards all children from EYFS - Form 6, and towards each other.

Any issues or problems arising with children in the Early Years Foundation Stage should be discussed in private with the Nursery Manager, Pre-Reception Manager or the EYFS coordinator. Problems in other year groups should be discussed with the class teacher in the first instance. The passing of negative comments about parents/carers, other staff or children is not acceptable.

Everyone, all staff including EYFS, and parents, will be consistent in their approach to behaviour management.

We will follow procedures in a way that is appropriate to the maturity of the child and the misdemeanour.

Sanctions

We recognise that there are times when the behaviour of some children negatively affects themselves and others and therefore it is important to deal with negative behaviour. From the earliest age children are encouraged to accept responsibility for their behaviour and its consequences. Sanctions may sometimes have to be enforced and parents will be informed as necessary. The following is the sanction process for Key Stage 1 and 2. Incidents in EYFS will be dealt with in the first instance through their Key Worker.

If poor behaviour occurs in class, pupils may be issued with a break time detention. A courtesy note will be put in the home/school diary to inform parents or guardians. All teachers can issue detentions if they feel it is necessary. Detentions will be supervised by any Class Teacher or the Headteacher.

Reasons for detentions:

- Defiant behaviour.
- Inappropriate behaviour.
- Poor effort in class or poor attitude to work in school.
- Behaviour which endangers others.
- Fighting.
- Continuing to break school or class rules.
- Display of disrespect towards any adult, child or property in the school.

Removal of Privileges

In the event of continued inappropriate behaviour, a further sanction may be considered. This may mean participation in any school trips or sports events that are not an essential part of the curriculum will be withdrawn.

Lunchtime Behaviour

During the lunch break we aim to create a stress free time for children and staff, where the children have the opportunity to 'let off steam'. However, it does not mean that pupils should forget the school's behaviour code. It is important that standards of behaviour are maintained and the rule must always be firm by all members of staff.

- No child should be allowed in the building unsupervised.
- Children should line up in an orderly manner and walk into the dining room.
- Children should be encouraged to say 'Please' and 'Thank-you.'
- Children should eat their meal quietly and sensibly.
- It is expected that children should use their cutlery properly from EYFS-F6

Children should NOT:

- Play with their food.
- Interfere with food of other children.
- Deliberately spill drinks.
- Pick food up with their fingers.
- Spit food out.

Physical and verbal abuse to adults, spitting and throwing food are offences which may warrant an *instant temporary debarment* for the lunchtime period but may incur a total lunchtime debarment for a fixed period depending on the severity of the offence.

Lunchtime Debarment

In order to maintain good order and discipline at all times during the day, it may occasionally be necessary to debar pupils from the premises during the lunchtime. This action will be taken after careful consideration and discussion with the parents / guardians and a warning will be given that the debarment may occur.

Examples of poor behaviour leading to debarment:

- Persistent bad behaviour in the playground / dining room during the mid-day break.

Playground

Any child displaying disruptive behaviour in the playground i.e. name calling, play fighting, rudeness, will be:

- Sent to the traffic lights for a 'Time-Out' period
- Given a verbal warning
- Accompanied to the office and the Head Teacher informed for more serious offences including: kicking, swearing, spitting or bullying.

Fixed term Exclusion

If it is necessary to exclude a pupil from Maldon Court Preparatory School, it will often be at the end of a disciplinary process, preceded by other sanctions and efforts to modify behaviour. Only the Head Teacher can exclude a child from the school. However, in the absence of the Head, the Deputy can act on behalf of the Head Teacher. Occasionally, the behaviour of a pupil will be such that exclusion will be an immediate response. Such an action will be exceptional and generally relate to extreme behaviour, constituting a serious breach of school rules. However, the Head Teacher also reserves the right to exclude a child where the health, safety, welfare or education of others is threatened. Parents will be informed in writing of the decision and the time scale of the exclusion.

Examples of Excludable Offences – through actions by pupils

- Assaulting a member of staff.
- Persistent racist, religious, sexist or homophobic comments against other pupils or members of staff.
- Persistent bullying (ongoing intimidation or physical, emotional or verbal abuse against other pupils)
- Refusing to cooperate with staff when the education or welfare of any pupil is at risk.
- Persistently breaking class rules and/or school rules.

Examples of Excludable Offences through actions by parents:

- Non payment of school fees
- Withdrawal of support and encouragement to the aims of the school
- Bringing the school's good name into disrepute.
- Treating the school or its staff unreasonably

Pastoral Support Programme

In order to help individual pupils to better manage their behaviour, a Pastoral Support Programme (PSP) is available under the guidance of the Pastoral Support Coordinator. The PSP aims to help individual pupils manage their behaviour. The PSP has the following elements:

- It is school based
- It has identified precise and realistic behavioural outcomes.

Pupils who are indicated as needing help from the P.S.P. are;

- Pupils new to the school.
- Pupils who are having behaviour problems in the classroom or playground.
- Pupils who are experiencing friendship issues.
- Pupils experiencing emotional difficulties at home or school.
- Pupils with Special Educational Needs or Disabilities in order to ensure reasonable adjustments are made for their needs

(See: Positive Physical Intervention Policy and Pastoral Support Policy.)

Involvement of Parents/Guardians

On occasions, it may be necessary for the class teacher, Head or Deputy to contact the parents on an informal basis to discuss a child’s behaviour.

Individual Behaviour Plans:

It may be necessary for pupils to be given, in consultation with parents, an I.B.P. The I.B.P. will identify problems and give support towards solving these. Pupils will be given short term targets and these will be monitored by the PSP Co-ordinator. The I.B.P. will be kept in the pupil’s records.

Permanent Exclusion – see Admissions, Discipline and Exclusion Policy.

A decision to exclude a child permanently is a serious one. It is the final step in the process for dealing with disciplinary offences when a wide range of other strategies have been tried and failed, including the Pastoral Support Programme. The Head teacher will not normally exclude a pupil permanently for a ‘one-off’ or first offence. If unacceptable behaviour continues after the fixed term exclusion then permanent exclusion is the next step in our disciplinary process. Parents will be informed in writing of this decision and referred to the school’s Complaints Procedure paragraph: 11-14.

This Policy will be revised on an annual basis.

Signed.....Date.....

Written by L Guest Sept 2010

Revised and updated by Mrs A Olive Sept 2015

Revised and updated by Mrs Guest 14.01.2016

Revised 16.11.2016 – Mrs Guest

