



PROMOTING GOOD BEHAVIOUR POLICY

This policy refers to Wellington Prep School

Headmaster	Adam Gibson
Author	Adam Gibson
Date Reviewed	February 2019
Date of Next Review	February 2020
Website	Yes

This policy was ratified by the Full Governing Body on 12 March 2019

Sections

1. Aims
 2. Our Golden Rules
 3. Our General School Rules
 4. Rewards
 5. Sanctions
 - 5.1 Levels of sanction
 - 5.2 Lines of resolution
 6. Notes on behaviour in the Prep Years
 7. Notes on behaviour in the Infants and Early Years
 8. School Uniform
 - 8.1 Lost and found items
 9. Physical Restraint
- Addenda: Sports Colours, Music Colours

1. Aims

At our School we want our children to achieve their full academic potential via self-motivation and independent study skills, and to develop strategies for social development, awareness, caring attitudes, personal fulfilment and happiness.

Learning good behaviour is an essential aspect of these aims, both in developing good relationships with others and for children's self-esteem.

We reward and recognise good behaviour, and we set clear boundaries for acceptable and non-acceptable behaviour; boundaries which are fair, reasonable, clearly stated, and reinforced with kindness and firmness in equal measure.

All staff should be aware of the high expectations which the school asks of its children. These can be achieved only via team effort and by setting a good example at every opportunity. Consistency of approach and expectations is vital. Aspects of behaviour overlap into the curriculum in areas such as RE and PSHEE, and much can also be achieved through class, group and individual discussion.

When promoting good behaviour, it is also important to see each child as an individual within the framework of the School Rules. Children of different ages and at different levels of development will respond in different ways to different strategies. Different approaches may also be used according to circumstances.

All staff have a shared responsibility to promote, manage and encourage high standards of behaviour.

2. Our Golden Rules

Wellington Prep School has Golden Rules that have been agreed by the children through our School Council and our staff. These are:

- We respect our own and other people's property
- We listen carefully, work hard and play well
- We treat others as we would like to be treated
- We are honest but not hurtful
- We are aware of others and use our manners

We make the most of our gifts – our brains, our bodies and our time.

These rules are simplified for children in the Early Years Foundation Stage.

Good manners are very important at our School. All children are expected to behave with respect and courtesy to others. These values are inculcated from an early age and are never taken for granted. At lunchtimes, we ensure that table manners are appropriate.

3. Our General School Rules

The following ground rules provide a clear basis for how children are expected to behave. They are a framework for the School's reasonable expectations of how every member of the

School should behave towards one another. This framework is not exhaustive, but its spirit is clear and the School expects all members of its community to subscribe to it.

- Children are expected to behave with respect and courtesy at all times. They should move about the school quietly and calmly. Children should walk briskly, but not run, between lessons and always aim to arrive punctually. Children must remain 'in bounds' at all times.
- Manners are very important and children should always allow an adult to pass before them at a doorway etc. Children should learn how to greet an adult and how to address each other in a friendly and polite way. The teachers should give frequent examples to the pupils. As a matter of principle, there is no place for shouting or raised voices within the school building (with obvious exceptions such as Drama, etc.).
- Abuse, bullying, teasing and discrimination are not tolerated. Staff should model, expect and enforce appropriate behaviour among the children. Further detail on these areas is contained in the respective school policies.
- Children are expected to apologise for any wrong action. Usually, a simple and sincere 'I'm sorry' is all that is needed. A letter of apology may be required in more serious circumstances.
- Children are expected to listen without interrupting when being spoken to by an adult or another child. If a child wishes to ask or answer a question in a lesson, they must wait quietly until addressed, knowing that their view will be heard.
- All members of the school community should take pride in their work and appearance and respect their own and other people's property. Lending/borrowing other than within school and any form of swapping, buying and selling are not permitted without parents'/teachers' consent.
- Children must take care of the school buildings and all school resources.
- Children are asked to behave both in and out of school in such a way as to give the best possible example and impression of the school. This applies to the School Bus, to outings, trips, fixtures and all other circumstances.
- School uniform is compulsory. Children should be encouraged to be proud of what it represents, being part of 'belonging' to our community. They should be neat and tidy at all times with short haircuts being an appropriate, smart length and long hair, tied back with appropriate ties in school blue colour.

Staff are expected to treat children with respect, courtesy and fairness at all times.

Please note that these rules of behaviour run right across the school day and extend to school transport.

4. Rewards

All children are expected to understand and follow our Golden Rules and other school rules. Incentives are in place to encourage them to do so.

The most powerful of these is the use of praise, recognition and reinforcement of high standards of behaviour. This builds self-esteem and reassures children that “quietly getting it right” gets noticed. Rewards of direct praise, class rewards (e.g. stickers, class treats, etc.) and informing parents of children’s successes are all routinely used.

The second is the award of House Points. House points accumulate towards the termly House Points Cup, which is awarded to the House with the highest termly total.

Particular acts of kindness, good behaviour and conspicuous effort are also recognised by class teachers who award “Star of the Week” to one child in their class each week. This involves the child receiving their certificate in our Celebration Assembly on Fridays and visiting the Headmaster at break time with other recipients for star cookies and juice. As well as the positive recognition in school, the names of each week’s “Stars” are published in ‘Janus’.

At the end of each of the Autumn half-terms and the full Spring and Summer terms, the children who have most conscientiously obeyed the Golden Rules are nominated by teachers. Winners of Golden Leaf Awards are presented with special badges and certificates in Celebration Assembly, and their names are hung on the golden tree in the Hall. For further information, please see our Golden Leaf policy on the Parent Portal.

Sports Colours (Full and Half Colours) are awarded in the School’s main fixture sports at the end of each term to those children in Year 6 who have achieved certain criteria. The criteria for the awarding of colours relates to the level of commitment an individual has shown, as well as levels of achievement and attitude within these sports each term (see Addendum 1 for more details).

Music Colours (Full and Half Colours) are awarded for particular efforts and achievements in the School’s musical activities. The criteria for the awarding of colours relates to the level of commitment an individual has shown, as well as levels of achievement (see Addendum 1 for more details).

The Annual Prep School Prizegiving is a focus for recognition of those pupils who have made outstanding progress, demonstrated exceptional effort and/or achieved excellence in other recognised fields. Prizegiving takes place at Commemoration, which is held at the end of the summer term and is one of the highlights of the School Year.

5. Sanctions

While we strive to recognise and reward good behaviour, inappropriate behaviour is addressed firmly. All sanctions are aimed at correcting a child’s behaviour and leading to a happier, safer school community.

Our emphasis is on developing a clear and consistent understanding of right and wrong, as well as personal and collective responsibility. We strive to work very closely with parents/guardians to ensure consistency and sensitivity.

5.1 Levels of sanction

Within the school we have a consequences staircase.

Level 1 – The most common sanction is a simple verbal reprimand. This will typically be for an act of thoughtlessness or carelessness, such as shouting out.

Level 2 – Loss of some break time. This will typically be when a verbal reprimand has been ignored or a child’s behaviour falls short of one of our Golden Rules (e.g. failing to tell the truth, roughness, continuing to shout out). The child will be made aware which Golden Rule he or she has broken. The child’s class teacher will levy this sanction and inform the Deputy Head (Pastoral) verbally.

Level 3 – Loss of a privilege or school responsibility. This is used when a child’s behaviour falls significantly short of our Golden Rules or General School Rules (e.g. disobeying a teacher’s direct request, inappropriate language, intentional and/or persistent unkindness). This may be the loss of the opportunity to represent the School or attend an extra-curricular activity. The class teacher will investigate the incident and inform the Deputy Head (Pastoral) of their findings. The class teacher will also record the incident on MyConcern. At this stage a child may also go onto a daily report to monitor their behaviour. Parents will also be contacted at this stage by either the class teacher or the Deputy Head (Pastoral).

Level 4 – A Head’s Punishment is used when a child’s behaviour is in danger of causing suffering to another child or children (e.g. threats of violence, physical intimidation, foul or abusive language), or if there is a refusal to accept authority and modify behaviour. This sanction will be administered by either the Head or one of the Deputies. The nature of the punishment will reflect the offence, but examples include tidying duties, missing morning and lunchtime breaks for a sustained period, working in isolation for a day, etc.

In such cases parents will be informed of the breach of discipline and the sanction, as well as being invited in to School to discuss the incident(s) and surrounding issues with the appropriate member of staff (usually the Headmaster and/or one of the Deputy Heads). The evidence and outcomes will be recorded in the School’s Incident Log and MyConcern by the member of staff who administers the punishment (the Head or Deputy).

Level 5 – A suspension (temporary exclusion). Full details are in the School Exclusions Policy.

Level 6 – A Permanent Exclusion. Full details are in the School Exclusions Policy.

5.2 Lines of resolution

	<i>Investigation conducted by</i>	<i>Sanction administered by</i>	<i>Examples of sanction</i>
Level 1	Class teacher*	Class teacher*	The most common sanction is a simple verbal reprimand
Level 2	Class teacher*	Class teacher*	Loss of some break time
Level 3	Class teacher*	Deputy Head (Pastoral)	When a child’s behaviour falls significantly short of our Golden Rules or General School Rules
Level 4	Deputy Head (Pastoral)	Head of WPS/Deputy Heads	At levels 4, 5 and 6 the nature of the offences becomes more serious, as do the consequences.

Level 5	Deputy Heads (Pastoral/Academic)	Head of WPS	In order to ensure that these incidents are investigated and resolved in line with this Promoting Good Behaviour Policy, the sanction will be administered by either the Head or one of the Deputies, based upon the investigation and evidence that was gathered and presented by another member of the School's Leadership team.
Level 6	Deputy Heads (Pastoral/Academic)	Head of WPS	

** or the member of staff with responsibility for the child when the incident occurred.*

Records that are kept are used to monitor children's behaviour and the effectiveness of sanctions. Any patterns of behaviour that might indicate bullying will be dealt with in line with the School's Anti Bullying Policy (available via <https://www.wellington-school.org.uk/prep-school/information/policies>).

While different levels of sanction and misdemeanour have been outlined above, such incidents are rarely black and white. Therefore, we ask parents for their support in this important area of school life. Any disciplinary steps are best taken as soon as possible after any necessary investigation has been completed following an offence.

It is important that children report any concerns or worries as quickly as possible to an adult in school or to a friend, who will then alert an adult. If concerns are raised at home with a parent, they will be investigated as soon as is practical.

While each case is unique, staff are expected to be consistent when dealing with inappropriate behaviour, just as children are expected to respect the authority of all Prep School staff.

Children are NEVER punished physically or humiliated in any way. Occasionally, it may be necessary to restrain a child in an emergency in order to prevent injury or damage to property (see Section 9, below).

6. Notes on behaviour in the Prep Years

Children in the Prep Years are taught by Prep and Senior School staff and will be awarded Merits and Demerits, as part of the Senior School rewards system, *in addition to* the Prep School rewards and sanctions detailed in sections 4 and 5 above. Merits and Demerits are recorded on iSAMS and parents are notified of these via email.

Merits are awarded to Prep Years children for a high standard of work, behaviour and/or effort.

- Merits awarded by Prep School staff will equate to a discretionary number of House Points (to be decided by the awarding member of staff, usually between 3 and 5)
- Merits awarded by Senior School staff will equate to 3 House Points

- A 'Super Merit' may be awarded by Prep and Senior School staff or the Headmaster in recognition for an *outstanding* contribution. This award will be celebrated in a Prep assembly and a postcard of recognition will be posted to the child.

Demerits are issued to Prep Years children when work, behaviour and/or effort has fallen significantly short of our expectations and the child's ability.

- A Demerit may be given after two clear warnings/strikes of shortcomings in the same subject or behaviour area. One example might include the persistent failure to complete or hand in homework; another may be the repeated failure to bring the correct sports kit, etc.
- Any child who receives a Demerit must meet with the appropriate Deputy Head to discuss the circumstances behind the Demerit and how it can be avoided in future.

7. Notes on behaviour in the Infants and Early Years

Children are encouraged to keep the School Golden Rules and reminded of them through assemblies, stories, circle times and adult role modelling.

Children are encouraged to behave well and respect the feelings of others. They should feel valued members of the school community. This is achieved through the following methods:

- Ensuring children have a clear understanding of what is acceptable and unacceptable behaviour. Unacceptable behaviour could be either verbal, or physical towards others, or property/equipment
- Discussion with the children of simple class/school rules and boundaries
- The development of a caring ethos in the school community
- Positive reinforcement of good behaviour/work through a reward system which includes house points, whole-class rewards and stickers
- Continually increasing moral awareness and thinking of others through assemblies, PSHEE and circle time activities

In addition to the reward systems in Section 4, the Infants and Early Years also use stickers and Class Rewards (jewels in a pot, patches on Elmer etc.). Whole Class Rewards are given to the class when, as a whole, they do something particularly well, such as line up perfectly, work quietly, move round school sensibly etc.

If unacceptable behaviour occurs, it is dealt with in the following ways:

- A quiet but firm word to the child telling them that their behaviour is not acceptable and why, referring to the Golden Rules and warning of the consequences of continued misbehaviour;
- If the inappropriate behaviour continues, withdrawing a child from the activity for a short period of time;
- If there is a persistent problem, the staff will discuss methods of addressing this through both with each other and the parent/carer;

- In the rare cases when a problem has not resolved itself by this stage, the sanctions staircase detailed in Section 5 (above) will be implemented.

8. School Uniform

Appropriate and correct school uniform is to be worn at all times unless specific permission has been granted (e.g. recovering from an accident, a non-uniform day). Uniform must be named and labelled in the prescribed manner (for full details please see the uniform list which can be accessed via the following link https://www.wellington-school.org.uk/uploaded/PDF's/Wellington_School_2018_Prep_Uniform_booklet.pdf)

All school staff will monitor, and if necessary question, the appearance of all children. If a child's uniform is incomplete or inappropriate the following steps should be taken"

- If a child comes to school with incorrect or missing uniform then a chat with the child and/or parents or a polite letter home should resolve the issue, which may be due to lost kit or a delay in obtaining an item of uniform.
- If there is no response, then the matter will be taken to the Deputy Head (Pastoral) who will consult with the class teacher on the best course of action.

If uniform is unnamed, the School can take no responsibility for its safe return.

8.1 Lost and found items

Lost and found items are kept in the large tubs by the double doors to the playground. Children or parents may come at a convenient time to search for missing items. After a period of time has elapsed (typically half a term), items that are unnamed and unclaimed will be given to an appropriate charity.

9. Physical Restraint

Occasionally, for reasons of safety, a member (or members) of staff may need to exercise physical restraint. This will be a very rare event and will only occur in an emergency to prevent personal injury (either to a child/children or an adult/adults) or serious damage to property.

Such an incident would be documented and parents will be advised of the circumstances that led to restraint being applied. Staff will always use the minimum level of force necessary to protect a child from harming themselves or others, or from inflicting damage to property.

Addendum – Sports Colours

Awards for each major school sport are made at the end of each term or the end of the academic year, where appropriate. Full colours are a specially made enamelled badge, bearing the name of the sport, and half colours are a certificate. Only Year 6 pupils are eligible to receive full colours.

The basis on which children are able to earn sports colours is to achieve a consistently high level of performance combined with a very positive approach towards training, team commitments, team work and the wider demands of the sport. As well as displaying high

levels of achievement, children should be ambassadors of our school and sporting behaviour.

Addendum – Music Colours

Awards for particular contributions in Music can be made at the end of each term. Full colours are a specially made enamelled badge and half colours are a certificate. Only Year 6 pupils are eligible to receive full colours.

The basis on which children are able to earn colours is to achieve a consistently high level of performance combined with a very positive approach towards practice and contributing to the wider musical life of the School.