



ST BERNARD'S PREPARATORY SCHOOL

BEHAVIOUR POLICY (INCLUDING REWARDS AND SANCTIONS)

ADVENT 2018

St Bernard's Preparatory School

Behaviour Policy

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Introduction

St Bernard's Preparatory School is dedicated to ensuring that our school environment supports learning and the wellbeing of pupils and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe school where pupils feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our school community and is written in line with our governing body's statement of behaviour principles. Good behaviour and self discipline have strong links to effective learning, and are vital for pupils to carry with them both during and after their school years.

Aims

St Bernard's Preparatory School believes that all pupils should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding. Through the use of this policy we can support all of our pupils in developing a high level of social awareness. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

Standards of behaviour

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

School

St Bernard's Preparatory School understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who attends the school must act responsibly and professionally, and will never denigrate pupils or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable pupils may face.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents. Good behaviour is always promoted at St Bernard's. Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that pupils are using the school grounds respectfully and behaving appropriately.

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet mental health needs. If such needs are identified we will do all we can to ensure that the pupil receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of pupils with SEN and/or disabilities. Whilst all pupils identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these pupils often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all pupils. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the school's special educational needs policy for more information.

The school will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills.

Pupils

St Bernard's expects every pupil to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other pupils or staff will not be tolerated. Pupils are ambassadors to our school even when off school premises and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour. The school asks that pupils and parents carefully read and then sign a home-school agreement to show that they have understood what is expected of them and acknowledge responsibility for their own behaviour.

All pupils are expected to respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances:

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- bullying
- indecent behaviour
- damage to property
- theft

- serious actual or threatened violence against another pupil or a member of staff
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. We ask that parents sign the home-school agreement to indicate that they will respect and support the school's behaviour policy and the authority of the school staff. Building school life into a natural routine – asking parents to ensure that their child is at school on time, appropriately dressed, rested, and equipped – which will encourage their child to adhere to school rules and procedures.

We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents attend meetings at the school with staff or the headteacher to discuss their child's behaviour and to adhere to any parenting contracts put in place. In the rare event of an exclusion, parents are expected to provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend a reintegration interview at the school with their child.

School rules that apply at all times to all members of the school community

- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public.
- Always be on time.
- Keep your appearance smart and tidy, and wear regulatory school uniform at all times to and from school.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community. Do not run through corridors, do not call out during lessons, or shout to one another in corridors, or when in public places.
- Take care of your environment, both on the school site and outside, and keep it tidy.
- Obeying staff.
- The following items are not allowed in school under any circumstances:
 - Chewing gum
 - Material that is inappropriate or illegal for children to have
 - Mobile phones.

Drugs

The school will not tolerate the illegal use of drugs of any sort on school property or during off-site school activities.

Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this by completing a medicines form which must be handed into the office along with the medicine which will be kept safely in the medical room. Further details around medication is set out in the Supporting Children with Medical Needs Policy.

Bullying

St Bernard's Preparatory School ensures every pupil feels safe at school, and is accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated.

Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and pupils. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to pupils what is expected of them in terms of respecting their peers, staff and members of the public. Any intentional breach of this will result in disciplinary action.

If there is an allegation of bullying, the school will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident; depending on how serious the case is, it may be reported to the headteacher
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider a fixed term exclusion in cases of repeated bullying.

St Bernard's Preparatory School has a number of strategies to prevent and tackle all forms of bullying, such as assemblies, 'Buddy Week', PHSE lessons, e-safety lessons and continuously monitors and reviews them.

Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline pupils. St Bernard's Preparatory School operates using the following disciplinary measures in escalating order:

- Saying sorry
- Writing sorry letters
- Loss of House points
- Report cards
- Suspension
- Exclusions

This list is not exhaustive and cases are considered on an individual basis. Sanctions are adapted relating to the seriousness and frequency of the behaviour.

Searching and confiscation

Following guidance set out by the Education and Inspections Act 2006, our members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of pupils that are banned by the school. It is our first priority to ensure that pupils are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other pupils or themselves will be taken off pupils without notice.

A teacher or someone who has lawful control of the child can search a pupil with their permission to look for any item that the school's rules say must not be brought into school. The Headteacher and other authorised members of staff have the power to search a pupil without the pupil's consent if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

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- stolen items
- fireworks
- articles that have been or could be used to cause harm.

Use of force

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
- causing personal injury to, or damage to the property of, any pupil (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

St Bernard's Preparatory School does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the school have the authority to use force when reasonable, and this extends to any other person whom the head has given the responsibility to be in charge or in control of the pupils. Staff can also use this power when they are lawfully in charge of pupils but off the school premises – i.e., on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents concerned. It is up to the school to decide whether it is an appropriate occasion to report the use of force to parents.

Such serious incidents involving the use of force will also be recorded by the school.

Attendance

Regular attendance at school is required by law, and St Bernard's Preparatory School takes attendance very seriously. There is a register taken twice daily. Parents or carers will be contacted to discuss possible reasons and school support systems that could help persistent absenteeism. More information can be found in the school's Attendance Policy.

Uniform and appearance

Effective teaching and learning requires proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in pupils, and reduces the risk of distraction in lessons.

The school uniform should be worn by all pupils. Parents of those who come in repeatedly without the correct school uniform will be informed and advised that second hand uniform is available.

Regulating Pupil's offsite conduct

St Bernard's pupils are expected to behave in a responsible, polite and safe manner.

Any off-site misbehaviour could result in sanctions. The school will take into consideration:

- the severity of the misbehaviour and the extent to which the reputation of the school has been affected;
- the effect such an action may have on the other pupils;
- the extent to which the behaviour has repercussions for the orderly running of the school/or might impose a threat to another pupil or member of staff;
- whether the misbehaviour was on the way to or from the school or the pupil was taking part in any school-organised or school-related activity; and

- if it was at a time when the pupil is in some other way identifiable as a pupil of the school or might be expected to act as an ambassador for the school.

Rewards policy

St Bernard’s Preparatory School believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour.

Headteacher awards are presented for good attendance, smart uniform and behaviour. Children from Year 1 upwards belong to a house and earn house points for good behaviour.

Complaints

The school has a Complaints Policy. We encourage parents to take any concerns to a staff member or the Headteacher, and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For full details please refer to the policy.

Applies to

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related Documents

Safeguarding Portfolio, Complaints Policy

Availability

This procedure is made available to parents, staff and pupils on the St Bernard’s Preparatory School website: www.stbernardsprep.org, and in the School Prospectus. It is also made available to parents or guardians of pupils on request to the school office, during the school day, or by e-mail: info@stbernardsprep.org

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.

The Trustees will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____