

Behaviour Policy

“With Jesus, we love, we learn and we grow.”

This policy should be read together with the Safeguarding policy, Anti-Bullying policy and the current Keeping Children Safe in Education document.

Aims

This policy is based on the principles embedded in the school’s aims and ethos including the core values that lie at the heart of all that we do:

Faith
Character
Community
Compassion
Intellect

As a Catholic school, we promote a loving community where all care for and respect one another and where there is a culture of forgiveness and reconciliation. We encourage our pupils to develop an awareness and appreciation of different cultures around the world; to celebrate and cherish our differences; and to promote qualities of tolerance and kindness that are actively demonstrated.

We aim to affirm and celebrate the uniqueness and worth of each individual member of the school community.

We instil appropriate knowledge, values, skills and opportunities for the girls to foster kindness, and be aware of the plights of others.

Rewarding Good Behaviour

At St Teresa’s Prep School we encourage good behaviour by:

- Making our expectations clear
- Praising the children when they have behaved well
- Awarding merits and termly class certificates for gaining the highest number of merits for each House.
- The use of certificates and awards across the curriculum including end of year prizes and cups
- Using the House System to encourage collaborative team spirit
- Celebrating outstanding behaviour, gospel values and academic awards for excellence and effort at weekly “Celebration” Assemblies and through the use of a class ‘Golden Book’ (Appendix 1)
- Awarding stickers
- Using class behaviour reward strategies e.g. Rainbows and Clouds from Year 1 –Year 4

Intervention and Prevention Strategies

Whilst we aim always to reward positive behaviour, we acknowledge that there will be times when we have to deal with behaviour which is unacceptable. As a school we use a combination of intervention strategies to prevent unacceptable behaviour (see Appendix 2). The list is not exhaustive and should be used as a guideline only.

A Code of Conduct outlining our Behaviour Policy in child friendly language is displayed in prominent areas of the school (see Appendix 3). A Playtime Code of Conduct is also displayed (Appendix 4).

Sometimes a pupil will be put on a Report Card so that behaviour can be closely monitored and improved behaviour can be celebrated (Appendix 5).

[Type here]

Behaviour Consequences

In life, there are always consequences to our actions. Similarly, in school, if behaviour is unacceptable, there will always be a consequence. Staff take individual circumstances, and the ages of those involved, into consideration when deciding the consequences of a child's action. The following guidelines are not exhaustive but might include:

| Level | Examples of behaviour | Actions/Consequences which may face pupils |
|-------|--|--|
| 1 | Calling out/talking in class or assembly Interrupting Ignoring instructions Silly noises Rough play Pushing in line Running in the corridor | Rule reminder Verbal warning If behaviour continues, move to the next level |
| 2 | Repeat occurrence of the above Not working Being disruptive or cheeky Name calling Disrespectful/Threatening gestures Taunting/Teasing Aggressive Play e.g. hair pulling Missing homework | Warning and choice Apology Missed playtime At playtime, remain with the member of staff on duty Order Marks (Year 5 and 6 only) |
| 3 | Repeat occurrence of the above Throwing small objects Deliberately harming someone Deliberate damage to property Swearing Lying Defiance | Sent to Director of Pastoral or Deputy Head if not available Parents informed verbally by class teacher Missed playtime with the member of staff |
| 4 | Repeat occurrence of the above Fighting/biting (Upper Prep) Bringing inappropriate/dangerous objects into school Verbal abuse and use of discriminatory language to staff/children Inappropriate use, or content, on a digital device/social media e.g. sharing of any image of a St Teresa's girl Serious damage to property False accusations | Sent to Deputy Head and Head notified Meeting with parents Internal suspension Report Card issued |
| 5 | Repeat occurrence of the above, having applied previous actions and consequences Extremely dangerous/violent or threatening behaviour that poses a safety risk to themselves or others Stealing Serious physical abuse to staff/children Serious foul/discriminatory language or gestures | Head/Deputy Head called via another child Meeting with parents External suspension Required removal |

Please be aware that biting is a developmental phase that some pupils go through and age should be taken into account.

Under no circumstances should any member of staff use corporal punishment

[Type here]

Bullying and Racism

Bullying and racism will not be tolerated in our school. *(See Anti-Bullying Policy)*

Year 5 and 6

To support smooth transition for our girls to the Senior School, Year 5 and 6 teachers begin to implement a more Senior School style of rewards and sanctions. Merits continue to be given for good work, excellent behaviour and a good deed. Minor infractions of the school rules and expected behaviour continue to be dealt with immediately by the member of staff concerned. A written comment may be made in the pupil's diary or a verbal warning should be given. However, Order Marks and lunchtime Detentions will begin to be enforced at the discretion of a member of staff:

Order Marks

These are issued at the discretion of a member of staff and can be given for

- Rudeness
- Persistent lateness
- Repeatedly forgetting books, equipment and homework
- Persistent failure to adhere to uniform regulations
- General misbehaviour

The pupil is informed that the order mark has been given and, if appropriate, the Director of Pastoral may talk to the pupil about his/her behaviour. If a pupil receives 3 order marks in a term, the parents or guardians are informed in writing by the Form Teacher.

Order marks are not given for trivial offences e.g. first offences in uniform, homework, jewellery.

Lunchtime Detentions

Failure to hand in homework or to complete work to a satisfactory standard will result in a lunchtime detention. These detentions are supervised by the member of staff concerned. If a pupil receives 3 lunchtime detentions on a term, the parents or guardians are informed in writing by the Form Teacher.

Whole School Pastoral Monitoring

Class teachers are responsible for the logging and monitoring of merits, order marks and lunchtime detentions and informing parents when appropriate.

All staff are responsible for completing a Conversation Sheet (See Appendix 6) after a consultation with a member of staff, pupil or parent about a behaviour issue. These forms are filed in the pupils' individual files and on a spread sheet kept by the Headteacher's PA. This is analysed by the Director of Pastoral every half term and discussed at SLT so that patterns can be quickly identified. Records of all Pastoral concerns are kept in pupils' individual files and electronically by the Deputy Headteacher.

A record is kept in the Headteacher's Office of the sanctions imposed upon pupils for serious behaviour.

[Type here]

Expected Standards of Behaviour

- Be polite and show respect and courtesy for all members of our community, for visitors and the school environment
- Walk in the corridors and on the stairs. Keep to the left.
- Assemble outside classrooms in a calm and orderly manner
- Observe silence before, during and after assembly
- Show good table manners in the dining room and a respectful attitude towards the catering staff
- Food provided in the Dining Room must be eaten there and not removed to be eaten elsewhere. Food and drink must not be consumed in, or carried around, the corridors of the school and must not be consumed in classrooms.
- Wear your school uniform properly and with pride (as specified in the uniform regulations) each day, including on the journey to and from school. You may not go home in your sports kit unless you have been taking part in after school sports' fixtures, training sessions or activities
- Wear the correct clean clothing for Sports lessons and activities
- Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
- Observe the Playground code of conduct
- Make every effort to keep the school tidy – litter must not be dropped in the grounds, buildings on the way to and from school.
- No pupil may leave the school premises without permission - everyone must sign out at Reception and sign in again when they return.
- Any personal electronic equipment brought into school is the responsibility of the individual. All items should be handed in to the form teacher and kept securely in the classroom or office.
- Arrive promptly in school for the formal start of the day at 8.30am.

Expected Behaviour on a School Trip

It is expected that all pupils observe the highest standard of politeness, courtesy and conduct at all times. The pupils are representing the school **at all times** and it is expected that they will behave in a way that reflects positively on them as well as the school. Pupils are reminded of their expected behaviour in meetings prior to the trip and during the trip. Where a pupil's behaviour is such that it is likely to cause disruption or spoil the enjoyment of others or be a danger to others, then, if necessary, arrangements will be made for the pupil to be removed from the trip. The School will be consulted first for advice. Any additional costs required will be met by the parents of the individual concerned. The trip leader in conjunction with the designated member of the SLT will make the final decision and will contact parents or designated emergency contact person.

The Role of Staff

It is essential that all staff should be positive role models at all times for the pupils, for each other and for the school. Any issues or problems arising with pupils, other members of staff or parents should be discussed in private with the relevant member of staff. The full support of all the staff is essential to ensure that the high standard of behaviour at St Teresa's is maintained. Most disciplinary issues will be dealt with by the Class Teacher or the teacher on duty.

The Role of Parents

We request that parents read the school rules and procedures, a copy of which is given to parents with all other important information on joining the school. Parent are expected to support the staff in their endeavours to maintain high standards of behaviour and discipline. Should any problems of discipline arise, in the first instance the parent should address the matter to the Class Teacher. Serious issues should be addressed to the Deputy Head/Headteacher of the Preparatory school.

[Type here]

Appendix 1

Golden Book

Each class has its own “Golden Book”. Up to 4 children per class can be put in the Golden Book each week.

Children can go in the Golden Book for completing outstanding work, for a great attitude to learning, for excellent behaviour or living out Gospel Values (acts of outstanding kindness and generosity).

The teacher fills in the name of the child in the book and records why they are in it. The overall list is typed up and children’s names are displayed in the weekly bulletin.

Children’s names are read out in the Friday Celebration of Achievement assembly. They stand up and receive applause from the rest of the school and a golden sticker from the Headteacher

Appendix 2

Intervention and Prevention Strategies

- Win/win choice – “thinking” spot, table points
- Get attention before speaking (use actions)
- “Give me 5” – ears listening, lips still, mind awake, eyes looking, hands still
- Counting backwards – setting time limits
- Acknowledge good behaviour
- “The look”
- Jar with corks (helps team spirit, full jar = treat)
- Preventative measures e.g. activity to do when the children come in, it gives them 5 minutes to calm down
- Stickers
- Standing near to a pupil
- Stop/think/do

[Type here]

Appendix 3

Code of Conduct

We show good manners all the time

We speak and listen to each other in a polite way
We respect each other's opinions, beliefs and cultures
We trust one another
We are honest

We care for everyone and everything

We look after the world around us
We look after our school building and all the resources
We use for learning and play
We make sure we stay safe at school

We take responsibility for our learning and that of others

We follow all instructions with attention and thought
We complete all tasks set and hand them in on time
We take pride in the work that we do

Appendix 4

Playtime Code of Conduct

We show good manners all the time

We are friendly and polite to others
We respect each other's opinions, beliefs and cultures
We are honest
We stay outside to play and ask if we need to use the bathroom or go to the library
We make sure we arrive at clubs/activities on time
We inform the teacher if we are unable to attend a club

We care for everyone and everything

We use the litterbins for our rubbish
We look after all the resources we use at playtime
We play safely with equipment and each other
We wear suitable clothing for the weather
We look after our school grounds
We leave our pencil cases inside
We are inclusive of all

We take responsibility for our learning and that of others

We follow all instructions with attention and thought

[Type here]

Appendix 5

Example of Report Card

Name: XXX

Week of:

I need all 10 puppies to be ticked in order to get:



To get a tick I need to do one or more of the following things:

- Listen to the teacher and not talk over them
- Look at and listen to the teacher, instead of other people
- Try to calm myself down when I get over excited
- Make sensible decisions about who to sit next to, or play with, when I'm given a choice
- Move away from people who are distracting me or make me want to be silly

[Type here]

Appendix 6

Example of a Conversation Sheet

ST TERESA'S EFFINGHAM

BOARDING & DAY SCHOOL FOR GIRLS FROM NURSEY TO SIXTH FORM

Interview/Meeting/Telephone Conversation Sheet

INSTRUCTIONS – Please read before completing form:

- ✓ Please record the discussion in full, ensuring that it is a factual record of the conversation
- ✓ If a consultation arises as a result of a letter or email, please attach the original letter or email. If a letter or email is sent in response, please also attach a copy
- ✓ PLEASE EMAIL THIS FORM TO THE HEADTEACHER, DEPUTY HEADTEACHER, FORM TUTOR AND ANY OTHER RELEVANT PARTIES.

| | | | |
|--|----|-----------------------------------|--|
| Date Interview: | | Name of Interviewer: | |
| Date of Tel Call: | | Conversation Between: | |
| Name of Others Present: | 1) | | |
| | 2) | | |
| | 3) | | |
| | 4) | | |
| Pupil: | | Form: | |
| Issues Raised: | | | |
| | | | |
| Response Given: | | | |
| | | | |
| Action Points & Target Date/s: | | | |
| | | | |
| Copies of this completed sheet to go to: | | SC/DI/File/Other relevant Parties | |

[Type here]