



BEHAVIOUR POLICY: SENIOR SCHOOL

Independent Day School for Boys and Girls Fairley House School

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On a day-to-day basis, the children can earn credits for their good behaviour and effort in their work, as well as for high achievement in work produced. The aim of rewards and of public acknowledgment is to increase motivation, self-esteem and confidence.

Credits

Credits may be awarded by teachers for effort, work or behaviour:

One credit = Good,

Two credits = Very good

Three credits = Excellent (given for top quality work rather than behaviour)

Pupils' diaries contain weekly sheets for reward and sanctions. At the end of a lesson teachers may wish to award one or two credits to pupils. In order to motivate pupils and to give them feedback throughout the lesson,

The Head must approve a piece of work as meriting 3 credits and pupils receive a 3 credit certificate in assembly. These credits are logged on the internal database by the teacher who awarded them and contribute towards house points. Pupils build up a bank of individual credits and the top twenty credit earners each week are announced in assembly, posted on the notice board and published in the weekly newsletter so that parents are informed and pupils have a goal to aspire to.

At Assembly every week, high quality work, progress and special efforts or achievements are acknowledged.

Form Rewards

Individual credits contribute towards a form total while individual debits detract from the form total. The winning form is computed by averaging scores to allow for differing numbers in each form and announced each week in assembly and the newsletter. The form with the highest number of average credits at the end of term receives a reward such as a class party or trip. The purpose of the form rewards is to motivate youngsters, especially KS3/4 who might not otherwise value credits or be concerned by debits. Peer pressure to earn credits and minimise debits may also be effective.

House Points

Each child belongs to one of 4 houses: Bussell, Gates, Winkler and Yankie, House competitions are held, with house points awarded. Elections of House Captains offer the opportunity for all students to participate in this democratic process and contributes to Citizenship education. Staff enter house points themselves through the school intranet. The themes of the competition are designed to promote desirable behaviour e.g. Empathy, Healthy Living. House points can be lost for undesirable behaviour e.g. being unkind when the theme is kindness.

Sports day is an inter-house competition. The winning house receives the house shield each term, collected by the house captain.

Prize Giving

Prize Giving is held to recognise achievement and to boost self-esteem. It is held at the end of every term to maximise the number of children who can win an award. Parents are invited to Prize Giving and a formal ceremony is held on the stage in the Hall with all children, staff and many family members, present. Pupils come up on stage to receive their awards from the Head, and where possible a Governor.

Cups

Cups are awarded to individuals to recognise outstanding achievements. There is:

A Cup for all KS4 subjects is awarded

- a Senior cup for the child who has made the greatest contribution to the Senior Department in KS3
- A Senior cup for the child who has made the greatest contribution to the Senior Department in KS2
- A cup for overall effort
- A Sports cup for the greatest individual contribution to sport
- A Swimming cup, which may be for the child who has tried the hardest
- A DT cup for outstanding achievement in this subject
- A Music cup for outstanding achievement in this subject
- A Drama cup for outstanding achievement in this subject
- A Literacy cup for outstanding improvement in this subject
- A KS2 and 3 Home Reading cup
- A KS2 and KS3 Maths cup
- An Information and Communication Technology cup for outstanding achievement in this subject
- Head's Award for a child who stands out for positive reasons

Pupils receive a 'show cup' on stage that is normally displayed in the school and take home a small cup and a prize (a book with a book plate with their name). Prize winners are chosen by staff nomination and staff write a paragraph to explain why the child has won, read out by the Principal when the child comes up on the stage. A list of Prize Winners, with the reason they won the cup, appears in the end of term newsletter.

Honour Roll

Children with significant achievements, although below the outstanding level of a cup, receive a certificate and have their name on the Honour Roll in the hall for a term. A list of children on the Honour Roll appears in the end of term newsletter.

Form Captains

The form captain is the representative for the form on the school council. The council meets once a week and proceedings of these meetings are fed back to the form by the form captain. These captains are chosen for their helpful attitude and common sense by their class teachers. The rest of the class uses their captain to channel any ideas or suggestions to the council.

The School Council

The school council is made up of the form captains from each class and House and Deputy Captains.

The council meet once a week to discuss issues that have arisen. They may be given special projects such as devising and using a bullying questionnaire. They can make recommendations to the Head or to the staff and their suggestions are seriously considered and often adopted. They decide which charity they would like mufti money to go or make other suggestions for charity fundraising.

They will often perform other roles, such as showing visitors around the school and taking messages. They are expected to be good ambassadors for the school.

Assembly

There is a Senior assembly held weekly to celebrate achievement. It has the explicit purpose of raising self-esteem for children who have often received little recognition in their previous school. It also helps to maintain desirable behaviour by, for example, featuring anti-bullying messages. It also makes a significant contribution to Spiritual, Moral, Social and Cultural development of pupils with, for example, celebration of festivals from a range of cultures and faiths.

3 Credit Certificates

A 3 Credit certificate is awarded at the weekly assemblies for work or behaviour that is excellent for the pupil receiving this. Staff nominate a 3 Credit award to the Head, a certificate is made up and issued. These equate to 3 credits on the database.

Head's Certificate

These can be awarded for any positive behaviour that might be seen around the school. It might be for some Charity Work or even an award or certificate that the pupil may have achieved outside of school which has been brought to the Head's attention. Any age can receive one. These equate to 5 Credits on the database.

Sanctions

It is the aim of the behaviour policy to circumvent or prevent trouble by, for example:

- Teaching that engages and challenges pupils
- Staff avoiding confrontation with children with a firm but friendly approach e.g. 'You need to calm down' rather than a loud reprimand.
- Telling children what to do in preference to telling them what not to do. E.G. 'I want to see everyone sitting down by the count of 3' rather than 'Nobody should be standing up now'.
- Staff making polite requests to children and expecting the same in return from pupils
- Pre-empting problems if possible e.g. separating children who are having a disagreement
- Providing a clear structure for what is expected (e.g. routines for handing in homework, the going home procedure)
- Reminding children of the expectations regularly e.g. by pointing out or rewarding a child who is meeting them

Many children receive no sanctions throughout their FHS career. However, there is a graded series of sanctions to help all pupils understand what is required of them and to provide an environment that is conducive to learning . When deciding upon a sanction, the pupil's disciplinary record will be taken into account. If Senior pupils misbehave in school they will:

- 1) Receive a reminder of our expectations in response to low level misbehaviour, such as talking out of turn or not being on task.
- 2) If the misbehaviour persists they will be given a warning. In the classroom this could involve putting their name on the board as a visual warning. It could involve a brief time out to allow the pupil to re-focus.
- 3) If the negative behaviour continues after a reminder and warning, pupils are given a debit. This takes away a point from their personal credit score and the score of their house and class.
- 4) A further offence leads to 2 debits. This results in a detention which is served during break, as well as to a loss of 2 credits for the individual, the class and the House. Senior members of staff are present during detentions to emphasise the seriousness of this sanction.
- 5) Serious misbehaviour, such as swearing, defying a teacher, or minor violence towards someone else leads to the imposition of 2 debits without prior

reminder and warning. The consequent detention might involve writing a letter of apology to the victim.

- 6) Occasionally **an after school detention** might be given in the event of repeated minor misbehaviour or for serious misbehaviour. For example, after 5 break time detentions in a term for missing homework, the sixth might be after school. If misbehaviour is considered serious, for example violence that is not minor, bullying that is a first offence, an after school detention is an option teacher might consider even if there are not 5 previous break time detentions. Parents must be given at least 24 hours notice that the child will be kept after school. Notification should be by telephone or email by a Senior Teacher, Deputy or the Head, with a receipt requested to ensure that the parent knows the child will be home late or is able to make arrangements to collect a child who is not an independent traveller. Although the day the detention is served might be negotiable by a parent, the detention must be served reasonably soon after the misbehaviour and cannot be cancelled because it is inconvenient for parents. After school detentions are logged in the pupil's Rewards and Sanctions file.

Internal Suspension

In the case of serious misbehaviour or failure to respond to lesser sanctions can result in **an internal suspension** at the discretion of the Head or Deputy. Pupils work and eat separately from the others. They usually work in the office for the day. It is an option that will be considered if misbehaviour is serious and a break or after school detention seems an inadequate sanction. Parents will be informed if their child is internally suspended and it is recorded in the pupil's Rewards and Sanctions file. Internals usually follow 5 detentions as a basic rule. Parents are warned of these at a pupil's 4th Detention.

Exclusion

Serious violence against someone else, bullying that is a second or subsequent offence, regular refusal to follow a teacher's instructions or extreme bad language used towards a teacher will result in a fixed term exclusion of at least one day's suspension from school. Fixed term exclusion may be used where lesser sanctions have been ineffective. Parents are notified in writing by the Head or Deputy, as well as usually by telephone. The letter specifies the problem behaviour and informs parents of their right to appeal the exclusion to the governing body. Exclusions are recorded in the Sanctions for Serious Disciplinary Offences Book. They are also recorded in the database in the individual pupil's Rewards and Sanctions file. Any correspondence relating to the exclusion goes on the pupil's office file.

Two Internal suspensions will also raise the question whether a fixed term suspension should occur. The Head has the right to make this call based on the reasons for the internal suspensions.

The Head reserves the right to permanently exclude any child who disrupts the education of others (see whole school behaviour policy).

Rewards and Sanctions Database Record

Each child has an individual rewards and sanctions file on the computer. Class teachers input the credits and debits into the system each week. Detention offences are entered by the teacher who gave the detention. This record enables us to build up a full picture of a child's behaviour, positive or negative. It also enables us to look at patterns of misbehaviour, such as being in trouble at playtime or in certain subjects. It allows us to be very specific when talking to parents about behaviour.