



BEHAVIOUR POLICY: JUNIOR SCHOOL

**Independent Day School for Boys and Girls
Fairley House School**

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Aims

This is the Behaviour Policy of Fairley House Junior School.

The aim of this policy is to set out the rewards and sanctions applicable in the Junior School.

Scope and application

This policy applies to the Junior School only. For details regarding the School's approach to the promotion of good behaviour and the proper investigation and management of allegations of poor behaviour and/or breaches of discipline see the whole school Behaviour Policy and the Expulsion and Removal: Review Procedure.

Rewards

Staff are encouraged to use the reward system liberally to reinforce good or appropriate behaviour and in preference to applying sanctions for poor behaviour. Rewards are seen as an essential part of raising a pupil's self-esteem. The rewards are called PHPs (**Personal House Points**). These can be gained in all aspects of school life for positive, respectful and diligent behaviour.

PHPs

Pupils use house PHP charts (in their diaries) to record the PHPs they have received in their class or in other lessons. 30 PHPs are equivalent to a star badge which is presented in assembly and which also gains five house points for the recipient's house. Staff do not need to award house points unless directed to as part of a competition as star badges are automatically converted to house points in the Rewards and Sanctions Database. PHPs are awarded by staff who mark them in the child's diary, initialling them.

Certificates

Certificates are given out in assembly to pupils who require special recognition. For example, Star of the Week certificates or pupils might receive a certificate for reading a target number of books. Pupils are also awarded highly coveted Pen Licences and Saw Licences in Assembly.

House Points

Each child belongs to one of 4 houses named after famous dyslexics, Winkler, Bussell,

Yankey and Gates. Pupils stand for election to be chosen by their peers as House Captain. House competitions are held, with house points awarded. Staff can enter house points themselves in the school database if the competition requires it. For instance, during the Healthy Living Competition pupils received a house point for selecting a healthy meal. The themes of the competition are designed to promote desirable behaviour or link with the current PSHEE topic. Star badges and Star of the week certificates earn 5 house points which are automatically added on to the House total through the Internal Database. Sports day is an inter-house competition. The winning house receives the house shield each term in Prize Giving, collected by the House Captain.

House Competitions

Are decided by staff to promote desirable values. Examples are Empathy, Kindness, Healthy Living. School Council may also make suggestions for House Competitions.

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 pupils who can win an award. Parents are invited to Prize Giving and a formal ceremony is held on the stage in the Assembly Hall with all pupils present. Pupils come up on stage to receive their awards from the Headmaster, Deputy Head and a Governor.

No Yellow Card Certificates

Are awarded to all pupils who have not received a Yellow Card sanction during the term.

Cups

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

- A cup for overall contribution
- A cup for overall effort
- A cup for significant improvement
- A cup for excellent behaviour
- A cup for kindness
- A Sports cup for the greatest individual contribution to sport
- A Swimming cup, often for the child who has tried the hardest
- A DT/ Art 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 greatest improvement in this subject
- A Maths cup for greatest improvement in this subject
- A Humanities cup for outstanding achievement in History, Geography or RE
- A Science Cup for outstanding achievement in this subject
- A Computing cup for outstanding achievement in this subject
- A cup for Handwriting
- A cup for Special Provision
- A cup for Personal Development
- The Andrew Ramsey Cup
- Head's Award for a child who stands out for positive reasons

Pupils may keep the cup for a term and win 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 Headmaster or Deputy Head 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

Pupils 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 pupils on the Honour Roll appears in the end of term newsletter.

Junior Assembly

This is a whole school assembly held weekly to celebrate achievement. It has the explicit purpose of raising self-esteem for pupils who have often received little recognition in their previous school. Each teacher nominates a star of the week, a child in the class who has overcome a difficulty or performed especially well, either academically or in terms of behaviour. This child receives a 'Star of the Week' certificate in assembly, presented by the Headmaster or Deputy Head in front of the whole school. The Star of the Week is published in the weekly newsletter. Star badges are also awarded in assembly. Classes may bring good work or projects to show. It is part of the speaking and listening policy to encourage pupils to describe or explain the work they are showing clearly and audibly and to require attentive listening from other pupils.

Special assemblies may have a visitor such as a dyslexic adult who has achieved despite his or her dyslexia, or an author. Assemblies may have a theme such as anti-bullying or a festival from a range of faiths and cultures, often drawing upon those within our diverse and multicultural community. Canada Day and Chinese New Year are

examples. Assemblies make a significant contribution to Spiritual, Moral, Social and Cultural Education and to PSHEE.

Class Captains

A class captain who carries messages and takes the foremost responsibility within the class is chosen each half term by the class teacher. A class captain's badge is presented in Assembly.

School Council

Class Captains and House Captains sit on the School Council. School Council discusses issues of concern to the pupils and is taken seriously by the adults at school. It is run by a Senior Teacher. Taking part in School Council helps pupils develop responsible and democratic behaviour and raises self-esteem. It gives pupils a sense that their opinions matter. School Council may take on important projects such as selling poppies for Remembrance Day, giving notices in the assembly or developing and administering a bullying survey.

Monitors

Pupils in Year 5 who are good role models may be chosen by staff as Monitors with special responsibilities such as helping with computers, art supplies, delivering paper or helping organise materials for assembly. These pupils also support in a younger form group one morning a week during extended registration. Their role is to socialise with the younger pupils; playing games, reading to them, chatting or helping them to write their diary and organise their folder.

Sanctions

Many pupils go through Fairley House with no sanctions.

However, if pupils break the rules, there are clear sanctions. They are designed to help pupils learn what is right and what is wrong. The system is **reminder, warning, yellow dot, yellow card**. Additionally, pupils may lose playtime, or stand aside in playtime without participating, or lose Golden Time (where applicable) at the teacher's discretion if the offence is serious and a yellow card seems an insufficient sanction. It is at the teacher's discretion how long the loss of time should be, and decisions should be based on a child's age, the seriousness of the offence and the child's disciplinary record.

In relation to minor breaches of discipline:

Yellow Dots

3 yellow dots in a day for low level misbehaviour (talking, calling out) will lead to a Yellow Card. If a child behaves improperly in a lesson, they are given a reminder, followed by a warning for repeating the behaviour. The reminder and warning are made concrete and memorable for pupils by the teacher either placing a laminated “R” and “W” on the child’s desk or recording it up on the whiteboard. Continuing the behaviour leads to a yellow dot marked in the child’s diary on the page for the day. Each lesson offers a fresh start in terms of reminders and warnings, but dots accumulate through the day. It is intended that parents should be made aware of low level misbehaviour through the yellow dot system.

Yellow Cards

If a child has continued to engage in misbehaviour despite reminders, warnings and yellow dots, the child will be given a yellow card. For more serious misbehaviour, such as hurting someone else or blatant defiance, a yellow card is given immediately. Yellow cards are filled out by the teacher, specifying child’s name, teacher’s name, date and what the child has done that is wrong, phrased in terms the child can understand. The child signs the card to indicate (s)he knows what it says.

Yellow cards are given for:

- continuing misbehaviour after a reminder, a warning and 3 yellow dots
- deliberately hurting someone else
- fighting
- swearing
- refusing to follow a teacher’s instructions
- rudeness
- stealing

Only pupils who have not received any Yellow cards during the term can earn a ‘No Yellow Card’ certificate at Prize Giving. If a child receives a yellow card, it is entered on the child’s Rewards and Sanctions file on PASS and is stapled in the diary for parents to see.

Class teachers are asked to help pupils reflect on their behaviour if they have received a yellow card, perhaps the next day so that the heat of the moment has passed. Pupils should be asked to think what they could have differently to avoid being in trouble.

If a child receives 3 yellow cards in one half term, the class teacher should contact the parent by phone or email or arrange a face to face meeting, to find out whether there is anything happening at home that we need to know about and to discuss what can be done to improve behaviour.

Sanctions for serious breaches of discipline include:

Suspension (Internal)

5 yellow cards in a term will usually result in an 'Internal' suspension being issued, but this is at the discretion of the Headmaster and it may be necessary for an alternative approach to be used, depending on the individual child. Internal suspensions at the Junior School are half a day.

Parents will be informed if their child is internally suspended and it is recorded in the pupil's Rewards and Sanctions file on PASS.

If a pupil gains two 'Internals' in a term, then it will be left to the Headmaster to decide if the pupil's behaviour warrants a fixed term suspension (see below).

Suspension (Fixed Term)

In the Junior Department fixed term exclusion or suspension may be used at the Headmaster's discretion for serious breaches of discipline. To make this concrete for young children, a red card is given with the reason for a fixed term suspension and the card is signed by the child.

Pupils are usually excluded for a day, but exclusion may be for up to 5 days if it is felt that the child will be unable to control him or herself after a day. This may arise from incidents such as:

- deliberately damaging school property
- swearing at a teacher following repeated misbehaviour that does not respond to lower level sanctions
- Unsafe behaviour

Staff are reminded to report serious incidents to the Headmaster if they think it may merit suspension.

Parents are notified and are asked to come to school to collect the child. A fixed term Suspension is notified to the parents in writing. Suspension is recorded in the school's Record of Sanctions for Serious Disciplinary Offences and all related correspondence is retained.

Expulsion

The Headmaster has the right to expel a child, or to require their removal, if their behaviour does not respond to our clear Behaviour Policy or if they disrupt the education and well-being of other pupils.

See Whole School Behaviour Policy and the Expulsion and Removal: Review Procedure for further details on the procedure to be followed for the disciplinary meeting with the Headmaster.

Recording of Rewards and Sanctions

Each child has an individual rewards and sanctions file on the computer. Class teachers will record yellow cards and yellow dots on the computer including the reason the sanction was given. Teachers also record rewards. 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. A printout of the record can be placed on the child's office file and may be shown to parents.