



# Grange Park Prep School

## Behaviour, Discipline and Sanctions Policy

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<b>Review date:</b>	September 2020

## **BEHAVIOUR, DISCIPLINE AND SANCTIONS POLICY**

This policy applies to the whole of Grange Park Prep School, which also includes the Early Years Foundation Stage to which there are specific references.

At GPPS we value our sense of community and our main concern therefore is encouraging a caring attitude and respect for others. The school believes in a high standard of behaviour at all times. At Grange Park discipline is not normally an issue. The children are well motivated and respond to staff expectations of a high standard of behaviour.

### **DISCIPLINE AND BEHAVIOUR**

Physical Intervention should only be used by staff to manage a child's behaviour if it is necessary to prevent injury to the child, other children or an adult, to prevent serious damage to property or in what would be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour will be recorded and parents informed on the same day.

Under no circumstances will a member of staff threaten or use corporal punishment to discipline a child at GPPS.

Good work and excellent behaviour are to be celebrated. A child may be given a commendation certificate which is signed by the Head, recorded in the weekly newsletter and presented to the child in assembly, for them to take home to their parents.

Unacceptable behaviour will be recorded in the Care diary. Any child whose name appears twice within a week will have to see the Deputy Head who will decide what action to take, think sheets are given to children to reflect on their behaviour and discussed with the deputy head.

### **PSHE: CIRCLE TIME GOLDEN RULES AND GOLDEN TIME**

PSHE is aimed at promoting the personal and social development of pupils. It seeks to underpin the school aim in nurturing self worth, respect and mutual concern for others within a caring and supportive community.

"PSHE prepares pupils for the opportunities, responsibilities and experiences of adult life."

*Education Reform Act 1988 Section 1*

### **Golden Time**

At GPPS we have an agreed set of School Rules to which all children and staff aim to adhere. These encourage positive behaviour and instil important life skills. They are displayed in classrooms and reinforced during lessons and assemblies.

#### **GPPS School Rules**

- 1. Treat others as we wish to be treated.**
- 2. Look after ourselves, the building and everything in it.**
- 3. Move quietly and sensibly around the building.**
- 4. Keep our hands and feet to ourselves and only speak kindly.**
- 5. Behave outside school as we do when we are in school.**

**Always try our best!**

All staff have high expectations of standards of behaviour in school and on educational visits. Parents joining educational visits should also expect high standards of behaviour.

At the end of each week, in return for keeping the Golden Rules, the younger children enjoy a period of Golden Time or Choosing. The older classes may also be given Golden Time, at the discretion of their form teacher.

Should one of the Rules be broken, the child concerned will be given a warning about their behaviour. Their name may be written on the board. If the offence is repeated they will lose some of their Golden Time and will have to sit in silence during that time, until he/  
she is allowed to join in the chosen activity.

Golden Time relates mainly to classroom activities and the Behaviour Book/Care Diary to playtimes.

### **Nursery/EYFS**

In the Nursery the School Rules are introduced. Good behaviour, helpfulness and effort are rewarded with stickers. The stickers are used as incentives and are given out generously during the first term to encourage the children.

Children who are unkind, rude or deliberately damage property talk about their actions with the teacher. They may also sit away from the group for a short time. At the Nursery teacher's discretion children may be sent to the Headteacher.

Parents are informed if their child continues to misbehave or causes injury to another child.

The Headteacher is responsible for the overall behaviour and discipline in EYFS. Head of EYFS and the Class Teachers are responsible for day to day behaviour

### **REWARDS**

Children are rewarded in a variety of ways. They may be given stickers, house points and Commendations for good work or behaviour. They also receive verbal praise. At the end of the school year, a number of cups are awarded for academic progress, music sport, and art and general contributions to the life of the school.

### **THE HOUSE SYSTEM**

The school is divided into three Houses – Green, Yellow and Red. House points may be awarded for good behaviour, good work, for effort and achievement. One is the normal award and two for outstanding achievement.

Each week the House Captains total up the score which is read out in assembly. At the end of each term a House Cup is awarded to the House with the highest number of points.

Various House Competitions take place during the year. These include sports, sports days, swimming, athletics and poetry.

## **DEALING WITH SITUATIONS**

Children will be encouraged to maintain good behaviour at all times. In instances of inappropriate behaviour the child will be spoken to in order to understand:

What happened?

Why it happened?

How it could have been resolved. Children will be encouraged to find an appropriate solution for their age and to apologise where necessary.

It is important to deal with each situation in light of the child's age, for example in EYFS and KS1 it is important to speak to the child at eye level keeping a moderated tone of voice.

## **SANCTIONS**

Sanctions may also be imposed depending on the severity of the behaviour, taking into consideration the age and circumstances of the child involved.

### **These may include**

Withdrawal from or losing time from Golden Time

Loss of house points

Withdrawal from the playground at playtime. (under adult supervision)

Classroom detention with teacher.

## **DIFFICULTIES WITH INDIVIDUAL CHILDREN**

### **Academic Problems**

In cases where children are experiencing persistent difficulties with the academic work and where differentiation has not been successful, the Teacher, the Headteacher and the SENCO may consider that outside assessment is appropriate. This will be discussed with parents as soon as is practicable.

### **Emotional or Social Problems**

If a child is obviously unhappy discussions with the Headteacher and other members of staff may shed some light on the problem. The child may be willing to talk to the form teacher or another member of staff. If the problem persists and is intractable, the Headteacher will contact the child's parents.

## **EXCLUSIONS**

### **Types of Exclusion**

#### **Fixed Term Exclusion**

Only the Headteacher has the power to exclude a pupil from school. The Headteacher may exclude a student for up to 45 days in any school year. The exclusion should be regarded as a 'cooling off period' during which time reports on the student and meetings with parents can be arranged with the intention of the child returning to school.

### **Permanent Exclusion**

This will be used when the Headteacher decides the student should not return to school. This sanction is a last resort and will be used when allowing the student to remain at school would be seriously detrimental to the education or welfare of the student, or to that of others at the school.

If the Headteacher excludes a pupil, she informs the parents immediately, giving reasons for the exclusion. At the same time, she also makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.

The governing body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher.

When an appeals panel meets to consider exclusion, they must consider the circumstances in which the pupil was excluded, consider any representation by parents, and consider whether the pupil should be reinstated.

If the governors' appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

### **Sanctions Book**

A record of all sanctions imposed (over and above normal day to day discipline strategies employed) at GPPS will be recorded in the sanctions book kept in the office.