



BRUTON SCHOOL
FOR GIRLS

SUNNY HILL PREPARATORY SCHOOL

Discipline Policy

September 2010

Sunny Hill Preparatory School
Discipline Policy
Incorporating Code of Conduct and Behaviour Management Policy

Aims

At Sunny Hill we wish to promote a caring and positive environment by placing emphasis on accentuating the positive rather than focussing on the negative. We expect, teach and reward good behaviour. We encourage awareness of each other and mutual respect. Pupils will thrive in an environment in which they feel safe, happy, secure and supported. At Sunny Hill we believe that good behaviour and discipline are achieved by the school working in partnership with pupils and their families. Good behaviour and discipline are fundamental to the functioning of the school. At Sunny Hill we are concerned with the encouragement of diligent work, attentiveness in class, courtesy and consideration for all; this is founded on good relationships and the generous use of rewards as opposed to sanctions.

Encouraging Positive Behaviour

We encourage positive behaviour through:

praising and reinforcing good behaviour

encouraging sharing and negotiation

ensuring members of staff set good examples

consulting with pupils about rules

encouraging responsibility

helping pupils where appropriate to challenge unacceptable behaviour

Rewards

Rewards take the form of positive reinforcement at every opportunity both verbal and in writing by teachers in pupils' books and school reports.

A range of incentives is used to recognise and encourage good behaviour, effort and achievement.

Pre-Prep

Stickers

Pupils in Early Years Foundation Stage and Key Stage 1 are awarded stickers for good work, effort, a positive attitude and good behaviour.

Golden Certificates

In the weekly Pre-Prep Golden Assembly the award of Golden Certificates is made in recognition of good work and behaviour. The recipients of this award are announced through the weekly 'green bulletin' sent home to parents and the certificate is displayed on the Pre-Prep foyer for a week.

Pre-Prep Cup for Kindness

At the end of each term the pupil who has excelled in terms of kindness and thoughtfulness to others is awarded this cup.

Prep School

Head's Commendation (Reception – Prep 6)

In the 'Good Work' assembly on a Friday, Head's Commendations are awarded for achievements both in and out of the classroom. This is an opportunity to celebrate personal achievement and progress. Where there is 'evidence' of success in the form of certificates, cups, work books and projects they are displayed for a week in the glass

display cabinet in the Prep School reception area. Head's Commendations are worth three credits (see below). The recipients of this award are announced in the weekly 'green bulletin' sent home to parents.

Head's Conduct Award (Reception-Prep 6)

In the 'Good Work' assembly on Friday three to four pupils from across the whole Prep School are awarded a certificate and badge to wear for a week in recognition of good conduct. This is an opportunity to acknowledge such qualities as kindness, thoughtfulness, consideration and politeness. The member of staff who has nominated the pupil explains to the assembly why the pupil has been put forward. The recipients of this award are announced in the weekly 'green bulletin' sent home to parents. Head's Conduct Awards are also worth three credits.

Credits

A credit is awarded to a pupil for work that is of a high standard for them or when a pupil's general behaviour and conduct have pleased a teacher.

Smiley Faces

When work is of a good standard but not worthy of a full credit a teacher may award a smiley face; these can be accrued and count towards a pupil's total number of credits. Three smiley faces are the equivalent of a credit. Credits are recorded by staff, reported to parents in reports and at the end of each term the pupil with the most credits is awarded a certificate in the end of term assembly. This is reported in the 'Sunny Hill Times' (the end-of-term newsletter).

Cup for Kindness (Mother Teresa Cup)

At the end of each term the pupil who has excelled in terms of kindness and thoughtfulness to others is awarded this cup.

End-of-term certificates for effort and achievement (Nursery – Prep 6)

One certificate for effort and one for achievement is awarded per class by the class teacher at the end of term. The certificates are awarded to the pupil whom the teacher feels is most deserving of the awards. The certificates are awarded in the end-of-term assembly. Names are reported in the 'Sunny Hill Times' (the end-of-term newsletter).

Games Colours

These are awarded at the end of each term to pupils who have excelled in sport. Awards of games colours are reported in the 'Sunny Hill Times'. The Director of Sport is responsible for selecting pupils for these awards following departmental guidelines.

End-of-Year Prizes

Form Prizes

At Speech Day Form Prizes (Reception – Prep 6) are awarded. These take the form of a cup and book for the nominated pupil in each class.

Subject Prizes

These prizes (a cup and book) are awarded usually to Prep 6 pupils for excellence in each of the curriculum subjects.

Sanctions

Prep School (Prep 1 – Prep 6)

For Minor Offences

The school uses a number of strategies to enforce its rules and code of conduct.

If a pupil misbehaves he or she will be disciplined accordingly. This may involve:

- a verbal warning by the class or duty teacher reminding the pupil of the school's expectations
- moving the pupil to sit somewhere else in the room or playground or to another teacher's room.
- other age-appropriate sanctions, for example letters of apology
- Pupils who re-offend after a warning may be awarded a 'strike' (loss of a credit). Pupils will be given an orange slip and will be sent to the Head of Prep who will talk through the reason why the pupil was given the strike.
- A debit (loss of three credits) may be awarded for seriously unacceptable behaviour or persistent re-offence of unacceptable behaviour.
- The Head of Prep will see the pupil and contact the parents. A note will be made on the pupil's file. Debits are recorded on school reports.

More Serious Offences

Referral to the Head of Prep

- If a pupil's misbehaviour is deemed serious enough on the first offence or for pupils who re-offend, the Head of Prep should be informed. One of the following courses of action will be followed whichever is deemed most appropriate:
- Head of Prep sees the pupil and talks to him or her about their unsatisfactory behaviour;
- An Informal meeting between the Head of Prep and class teacher with parents and where appropriate with the pupil too;
- A Formal meeting between the Head of Prep and class teacher with parents and where appropriate with the pupil too.
- A record is made of the meeting and placed on the pupil's file.

'On Report'

In rare cases, the Head in conjunction with the class teacher may put the pupil 'on report'. The pupil's parents would be notified before the pupil is put 'on report' and would be kept fully informed of their child's progress. Both the pupil and parents would be seen at the end of the 'on report' period.

Exclusion

In severe cases of breaches of discipline exclusion procedures could be implemented. This would be done in consultation with the Headmaster and Governing Body.

Sanctions Early Years Foundation Stage

Minor Breaches

Minor breaches of discipline are dealt with by class teacher or key workers. Sanctions may include:

A verbal reprimand and the pupil being reminded of expected behaviour

Moving the pupil to another place in the room

The use of other age-appropriate sanctions: for example at playtime the child sitting on the bench with the teacher having 'time out'.

At times it will be appropriate to discuss breaches of discipline with the whole class or a small group of pupils.

More Serious Offences

If the pupil's behaviour does not improve and it is appropriate the following will happen depending upon what is most appropriate:

The pupil will be removed from the classroom and will spend time in the classroom of the Reception or Prep 1/2 teacher;

The pupil will miss break or lunchtime.

Staff will discuss the misconduct with the pupil and the pupil's parents will be informed.

If these sanctions have not worked the pupil will be seen by the Head of Prep and their teacher/EYFS coordinator. Parents will be notified.

One of the following courses of action will be followed whichever is deemed most appropriate:

- Head of Prep sees the pupil and talk to him or her about their unsatisfactory behaviour;
- An Informal meeting between the Head of Prep and class teacher with parents;
- A Formal meeting with between the Head of Prep and class teacher with parents.
- A record is made of the meeting and placed on the pupil's file.

Bullying

Bullying is not tolerated. Details of the School Policy can be found in the document 'Countering Bullying'

Intervention

If a pupil attacks another child or adult and does not respond to requests to calm down and leave the person alone physical restraint may be necessary. Use of Restraint Policy.

Discipline File

This is kept by the Head of Prep. This is a record of any serious disciplinary action she has taken and sanctions used with regard to pupils.

Meeting Information Sheet

A Meeting Information Sheet is completed to record any discussions or meetings that have taken place with parents regarding a child's behaviour. Once it has been completed it should be passed to the Head of Prep. It will then be put in the pupil's file.

Classroom Rules

Each class will work with its class teacher to establish the class rules which should be displayed in the classroom once they have been agreed with the Head of Prep.

Monitoring and Review

The Head of Prep monitors and reviews the effectiveness of this policy on a regular basis.

19/9/10

Sunny Hill Preparatory School

Guide for the Conduct of Pupils

Each pupil is expected to have consideration for others and to respect the property of other people and the School. Pupils must follow these guidelines:

1. Good manners and courtesy

Should be shown at all times to all members of the community and visitors. It is the norm for classes to stand to welcome the head and outside visitors to the classroom.

2. General Conduct

Whether on or off the school premises pupils are expected to behave responsibly and in a manner which does not discredit the school.

3. Keeping Bounds

During school hours pupils must remain within the school bounds.

4. Chewing Gum

This is not allowed in school.

5. Prescribed medicines

If these need to be taken parents should follow the guidelines in the document 'Administration of Medication in school.' If medication needs to be taken during the day it must be handed to the form teacher or the Head of Prep's Secretary at the beginning of the school day.

6. Money

Pupils are discouraged from bringing money into school. If it is necessary to bring it into school it should be handed to the form teacher or school office.

7. Mobile Phones

These should be handed in to the school office at the beginning of the school day and collected at the end of the day.

8. School Uniform

Uniform must conform to the School's Uniform List.

9. Appearance

Each pupil is expected to take pride in her or his appearance:

- a. Hair must be well groomed and of a natural colour. It should be off the face, and if sufficiently long tied back neatly for safety and hygiene
- b. Hair accessories should be green or predominantly green, brown or black.
- c. Make-up may not be worn with School uniform.
- d. Jewellery may not be worn with School uniform, except for a cross and chain under the blouse or shirt and one pair of small stud earrings or sleepers

10. Toys and games

Toys and games including i pods and other electronic games should not be brought into school.