



Highfields Independent School and Day Nursery

Discipline and Good Behaviour Policy

Last Reviewed:	June 2016	Approved on:	7.06.17
Committee Responsible:	Pupil and Personnel	Next Review:	30.06.19
Approved by:	Full Govs		

Caring about Good Behaviour

Highfields School is a happy, lively and caring community. Children and staff are expected to respect and care for themselves and each other, co-operate and collaborate, show self-discipline, and motivation, be independent and have a positive attitude to life. The children and staff are expected to behave according to the School's Golden Rules / Code of Good Behaviour. When unacceptable behaviour occurs, it is the behaviour that must be seen to be unacceptable and not the child.

School Code of Good Behaviour

At all times children are expected to observe the Golden Rules, the underlying expectations behind these being that the children are encouraged:

- to be polite and helpful to adults, visitors and each other;
- to do as they are told first time and always behave sensibly;
- to work quietly, as hard as they can, and allow others to do the same;
- to look at the person who is speaking to them and listen carefully;
- to play happily in the playground and be kind to each other;
- to look after their own belongings and respect other people's property;
- to walk around the School quietly;
- to keep the School tidy and litter free and take care of the School premises;
- to always wear appropriate school clothing correctly;
- To use good manners at all times.

The basis of our GOLDEN RULES is present throughout the Code of Good Behaviour.

The GOLDEN RULES are:

We are gentle

We are kind and helpful

We listen

We are honest

We work hard

We look after property

We do not hurt others

We do not hurt anybody's feelings

We do not interrupt

We do not cover up the truth

We do not waste our own or other's time

We do not waste or damage things

Encouraging Good Behaviour

All School staff will:

- talk about and show behaviour we wish to see;
- encourage children to be responsible for their good behaviour;
- point out and praise examples of good behaviour they see, and if appropriate, commend the behaviour to parents.

How we encourage

- Through staff acting as positive role models
- High expectations of the children, which are consistent and clearly communicated

- Reinforcement of situations when the Golden Rules are upheld
- Focus on the good things that the children do
- A whole School approach to the reinforcement of positive behavior
- The staff develops positive professional relationships with each child
- Relate stories/incidents outside classroom/use songs
- Encourage children to praise their peers through a variety of forums
- Teachers' body language
- Contact with parents when positive things are achieved.

REWARDS

- Young children – jobs, stickers, behaviour flowers, inform parents
- Good To Be Green / Golden Time
- Team points
- Progress Cups
- Jobs, messages, etc.
- Responsibilities in Form Six / Awards in Form Six – colours at the end of each term
- Verbal praise for child – individually/before the class/with parents
- Personal Enhancement Target Scores – PETS
- The positive impact of a child's behaviour and efforts making a difference to team points totals
- Prize for best house – Termly
- Applause for best house – weekly
- Stickers for good behaviour, awarded by teachers and Prefects
- Headmaster Awards

Consistent level of award

House Points awarded:

- E.g. 3 - excellent
2 – very good
1 – good

- Reward for a class for good behaviour – any child who has not behaved well continues with ordinary work rather than the reward activity.
- Play equipment – be responsible for looking after this.
- Headmaster focused class behavior awards

In summary;

- praise from the teacher in recognition.
- the awarding of team / House points for positive behavior.
- stickers.
- 'good work' stamps.
- Star Awards and weekly Progress Cups.
- Privileges including tasks that involve responsibility.
- Excellent work and / or behaviour being recognized by a visit to / by the Headmaster.
- Prefects stickers and awards.

SANCTIONS

Sanctions are in place for children who do not behave as well as we expect and who break the Golden Rules (School Code of Behaviour.)

A member of staff may:

- verbally reprimand a child and discuss appropriate positive behaviour;
- move the child away from others who might be distracted;
- Use The Good To Be Green system where appropriate;
- ask the child to complete a reflective and meaningful task or activity at playtime or in their own time;
- Ask the child to complete the 'Actions have Consequences' sheet depending upon age. (see appendix i);
- communicate with parents;
- refer the child to the Deputy Head or Headmaster;
- communicate with parents and seek agreement to place the child on daily or weekly report;
- following consultation with the School's Governing Body, require parents, in exceptional cases, to keep their child at home for a specific period of time;
- the School Governing Body in very exceptional cases, will require parents to remove their child from the School.

Any incidents that happened are recorded in the teacher's Incident Log or in the Playground Incident Log to be found in the staffroom. All staff record in their own log or the Playground Log including Lunchtime Supervisors. These Logs are to be handed in to either the Headmaster or Deputy Head at the end of each week. Incidents are then logged in the Central Incident Log for individual children. (see appendix ii)

PLEASE NOTE THAT THE DISCIPLINARY PROCEDURES OUTLINED ABOVE CAN BE ENACTED AT ANY OF THE ABOVE STAGES DEPENDING ON CIRCUMSTANCES AND THE SEVERITY OF THE MISBEHAVIOUR.

Corporal Punishment

No form of corporal punishment is administered in the School or threat of corporal punishment used.

TEMPORARY OR PERMANENT EXCLUSION

The following are given as examples of offences that lead to temporary or permanent exclusion. Common sense will be applied, according to the age of the child and the circumstances that have led to the offence.

- Being a continued danger to children and staff, through their actions and / or antisocial behaviour

- Stealing
- Deliberate vandalism / damage to school property
- Punching or swearing at a member of staff
- Bullying, that is malicious and continued
- Possession of an offensive or dangerous weapon/material.

This list is not meant to be exhaustive and sanctions will be applied as appropriate following a thorough investigation and discussion with the Chairman of Governors.

APPEAL

If parents are not satisfied with the decision or outcome, they are within their rights to follow the school complaints procedure.

NAMED STAFF

All staff within the school are responsible for monitoring behaviour throughout and imposing sanctions. However, school also recognizes at times children may need referring to a member of the Senior Leadership Team should the incident be serious or a repeat of previous concerns.

Nursery
Whole School

Mrs Saunders
Mrs Martin Mr Thomson

Headmaster's signature: