



JAMES ALLEN'S GIRLS' SCHOOL (JAGS) (DfE Number 210/6002)

WHOLE SCHOOL BEHAVIOUR POLICY

AIMS

- To provide a caring and supportive environment in which pupils are able to distinguish right from wrong
- To develop a positive climate, based on care, courtesy and consideration for others, for the whole school
- To provide an atmosphere in which pupils can learn well and teachers can teach effectively
- To develop respect for school and personal property
- To promote good relationships throughout the school, both between adults and pupils and between pupils
- To encourage pupils to take initiatives and accept responsibility for their behaviour and progress
- To show pupils that their work and good behaviour is valued, and to help maintain high expectations
- To ensure a consistent approach to rewards and sanctions so that pupils feel the systems are fair

JAGS does not use corporal punishment.

Physical restraint will only be used in the exceptional circumstances where it becomes necessary to restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Head of JAPS or Headmistress and parents. Any physical restraint used will comply with DfE and LA guidance.

JAPS (Pupils aged 4-11, Years R-6)

Ethos

The ethos of the school is such that we hope that very little "discipline" is needed. Staff talk to the children in a relaxed, affable, encouraging manner. If a member of staff requires something to be done in a certain way, he or she normally explains to the children the reasons and virtually always the request is complied with politely.

We try to instil in the children a sense of self-discipline and self-respect. There are clear expectations of standards of behaviour and work. To help the pupils and staff in promoting this atmosphere the following rules are in place.

The School Rules

At JAPS, pupils are expected to show courtesy, respect and consideration for others and act in a sensible and responsible manner towards others and their property. The children are all aware of the Golden Rules which are clear and simple and cover everything in terms of general behaviour.

- *Be gentle*
- *Be kind and helpful*
- *Work hard*
- *Look after property*
- *Listen to people*
- *Be honest*

By following these rules unacceptable behaviour will be avoided. Unacceptable behaviour includes:

- Swearing and inappropriate language
- Fighting
- Bullying (verbal, physical or neglect)
- Not following instructions from a member of staff
- Deliberate damage to property
- Lying

There are also a number of organisational rules that are set out for the children:

Pre-Prep

1. Toys are not allowed in school, other than for sharing in “show and tell” class sessions
2. Sweets and fizzy drinks are not allowed in school
3. School uniform or PE kit is to be worn at all times
4. Children are not allowed in classrooms unattended
5. Children must always ask an adult before leaving the classroom
6. Children should remove all jewellery, hair decorations and nail varnish before coming in to school. (Plain ear studs for pierced ears are allowed.). Long hair must be tied back with a blue, black or red bobble.
7. All personal belongings to be named

Middle School

1. Children should remove all jewellery, hair decorations and nail varnish before coming in to school. (Plain ear studs for pierced ears are allowed.). Long hair must be tied back with a blue, black or red bobble.
2. Named mobile phones must be handed in to the office at the beginning of the day if parents have written in requesting they be brought to school. They should be collected at 3.30pm. They are not to be turned on when on the school site. No other battery run toys are allowed.
3. Classrooms are not open until 8.20am when the children are sent in by the member of staff on duty. Children arriving early should wait in the playground or, if wet, in the Inner Hall.
4. Children are only allowed in school during breaks with a teacher’s permission. Girls should use the water fountain in the playground should they need a drink during breaks.
5. Outdoor clothes are hung in the cloakroom.
6. Children are not to eat inside school. (Exception: see wet play.)
7. Children only use the whiteboards when invited by a teacher.
8. No chewing gum allowed.

9. Girls should wear the full school uniform at all times, including on the way to and from school (PE kit is not considered school uniform).
10. Children should walk on the right.
11. All personal belongings must be named.
12. Children arriving late or leaving school for any reason must inform the school office in person and ensure that they sign in/sign out.
13. Children should tell a teacher immediately if something is broken or spilt around school.
14. Toys are not allowed in school, other than for sharing in “show and tell” class sessions.
15. Children must always ask an adult before leaving the classroom

Communication

The Form Teacher discusses the school rules (both the golden rules and organisational rules) with their form at the beginning of the academic year. The golden rules will also be promoted through assemblies early in the academic year.

Rewards

Staff believe in positive encouragement:

- Verbal praise.
- Written praise in marking
- Stamps, stars, stickers or badges
- Show other teachers or adults their work
- Displayed work
- Mentions in assembly
- House points
- Extra responsibility around school
- Mention to parents
- At Key Stage 1 children are awarded gold leaves
- At Key Stage 2 children are awarded Certificates of Excellence

Sanctions

Pre-Prep

We find that a very small minority of children occasionally need a gentle reprimand.

In conjunction with the positive reinforcement which is central to our behaviour policy, the following procedure is adopted, followed by sanctions where appropriate:

- A 1:1 talk with the teacher to emphasise that the particular behaviour in question is unacceptable. Expectations will be reiterated, with the reasoning behind them.
- A 1:1 talk with the Senior Teacher or Headteacher of the Pre-Prep.
- Where appropriate, a child can be removed from an immediate situation for a few minutes thinking or ‘cooling down’ time. This is particularly appropriate where there has been a dispute with another child. Reinforcement will always be given by a staff member and the situation discussed with the child to establish the correct behaviour, for example the need to apologise to another child or adult.
- Where inappropriate behaviour recurs on a regular basis the class teacher will inform parents in order to that they can reinforce school expectations.

Middle School

The children are given clear guidelines in expectations of behaviour. Children are expected to be courteous at all times, to respect each other and to respond to teachers' requests on the first time of asking.

Should a teacher feel that this is not happening then a system of "copies" is in place:

- Children should be made aware of what is required of them. This may be as a standard school routine or something specific at a given time.
- If children do not comply with this then staff should **remind** the children of what is required of them.
- If children still do not comply then staff should **warn** them that should they continue to ignore the request then they will receive a "copy".
- If children continue to ignore the request a "**copy**" will be given. It should be made clear to the child why the "copy" has been given.

Staff record the "copy" in the file in the Staff Room and children should collect the sheet from the file outside the Staff Room to be completed at home by the next day. The "copy" should be handed to the Deputy Head in person.

Any child receiving three "copies" in one term will meet with the Headteacher to discuss the reasons for them and how the school can help her to change her behaviour. The Headteacher may wish to inform the girl's parents.

Serious incidents

There are some instances when the copy system is not appropriate. Should the situation warrant it, parents are informed or invited to the school to discuss matters if the Headteacher considers such action appropriate. Only the Headteacher may suspend a pupil for misbehaviour that, in her opinion, merits it. Parents will always be contacted before a suspended pupil is sent home. No suspension shall last more than five days.

JAGS' SENIOR SCHOOL (Pupils aged 11-18, Years 7-13)

Girls should show care, courtesy, consideration and respect for others at all times and act in a sensible and responsible manner towards others and their property.

Pupils' Code of Conduct

In order to ensure an appropriate beginning to the day and to lessons, girls should:

- a) Be silent for Registration
- b) Be silent when walking to Assembly or House Assembly
- c) Stand in silence when a Member of Staff enters the room

All pupils are expected to obey the School Rules and adhere to the Behaviour Code, Dress Code, ICT Code, Anti-bullying Policy and Health and Safety Regulations. These are sent to

parents when a pupil joins the school. They are also in the school diary and are displayed on all form room notice boards.

Rules and Regulations (for pupils)

1. All girls must conform to the Health and Safety requirements listed separately.
2. All girls must conform to the Dress and Behaviour Codes listed separately.
3. All girls must conform to the ICT Code of conduct listed separately.
4. No coats, blazers or PE kit should be left in the form room, but in the relevant lockers.
5. No food may be consumed in corridors or form rooms at any time.
6. Chewing gum is not allowed in school.
7. Money must be left in a **locked** locker, or left in the school office, or carried on one's person.
8. No radio, MP3 player, i-pod, digital camera, video camera or other similar electronic item should be brought into school. If these are in school they should be left in the school office and collected at the end of the day.
9. Smoking or possessing illegal substances on the school premises, defacing school property or stealing are not acceptable and will be dealt with most seriously.
10. Mobile phones should remain switched off in school and may not be used during the school day (see also Cyber-bullying policy). School cannot be responsible for pupils' mobile phones unless they are handed in to the school office.

Rewards

Praise and recognition are given to girls who have worked well or behaved well. Girls' achievements and efforts are regularly recognised in assemblies and reported on our website and elsewhere.

Our formal reward system is based on credits: credits are awarded to individual girls, but also contribute to the termly points total for each House.

Credits are awarded singly for:

- a) Acts which are of service to the community, unsolicited and above and beyond what is expected
- b) Outstanding effort or achievement in academic work

Special certificates are awarded by Section Heads to girls achieving significant numbers of credits and book tokens are awarded to the girls who achieve most credits in each year group each term.

Form credits may also be awarded where the whole form has excelled in some way.

Sanctions

Warning marks are awarded for minor disciplinary offences such as lateness without good reason, poor or incomplete work.

Lunchtime detentions are given for failure to keep up with academic work or a lack of effort, and parents will be informed when these have taken place. They may also be used to enable girls to catch up on work they have missed.

After school detentions are awarded for an accumulation of warning marks, for certain single disciplinary offences or persistent lateness. Parents are notified in advance if their daughter is required to stay behind after school for detention and have to sign and return a detention slip.

Detentions are organised by the appropriate Section Head. They may involve supervised written work or community action around the School.

Only the Headmistress may suspend a pupil. Suspension is the usual and immediate punishment for possession of illegal substances or cigarettes, for smoking on school premises, for defacing school property, or for stealing. Suspension for other serious offences is at the discretion of the Headmistress. Parents will always be contacted before a suspended pupil is sent home. No suspension shall last longer than five days.

PERMANENT EXCLUSION (Whole School)

The Headteacher of JAPS and the Headmistress will act fairly and in accordance with the procedures of natural justice and will not permanently exclude a pupil except in grave circumstances.

A witness must be present when the Headteacher of JAPS or the Headmistress interviews the pupil concerning the offence or offences which are liable to result in permanent exclusion. Parents should also be invited to attend a meeting with the Headmistress before the exclusion takes place. No pupil shall be permanently excluded without prior consultation with the Chair of Governors or the Deputy Chair if the former is unavailable.

The parents of a pupil who has been permanently excluded shall have the right of review by a three-member sub-committee of the Board of Governors.

Updated: January 2011

*Review arrangements: overview by Governors annually
full review by Management June 2011 (or earlier if major legislative change)*