

MOON HALL COLLEGE AND BURYS COURT

BEHAVIOUR POLICY

(See also Anti-Bullying, Child-Protection and Pastoral Care Policies)

This policy is available on the School's website. It is intended only to provide a statement of the School's broad aims in this area. In depth procedures are set out in separate Procedure documents.

This policy applies to the whole School including EYFS.

Introduction

At Moon Hall College and Burys Court (including Little Berries) we aim to create an environment in which all members of the School can feel safe, valued and respected.

To this end we encourage all members of the School to consider the feelings of others, accept personal responsibility for their actions, and treat all property with due care irrespective of its ownership. We do not accept anti-social behaviour, such as bullying, insensitivity, lack of co-operation, rudeness, bad language, vandalism, dishonesty, theft or any other unlawful behaviour, all of which undermine these aims.

The rights and responsibilities of pupils

We believe that as a pupil you have the right

- to develop your full potential in every area of school life
- to feel safe in the school environment
- to be treated fairly and with respect

If you are to enjoy these rights you must accept the following responsibilities:

- to respect the needs, feelings and property of others
- to act in a way which helps you and others to gain the most you can from the School
- to work hard yourself and ensure you do nothing to disrupt the learning of others
- to ensure that you do not threaten other pupils or make them feel uncomfortable
- to be punctual
- to respect the instructions of the School staff
- to complete work when you are asked to
- to adhere to the School dress code
- to help other members of the School community, particularly those who are new or younger than yourself
- to take care of the School environment
- to uphold the good reputation of the School

CODE OF CONDUCT

In order to maintain a happy, safe, working environment in which staff and pupils can perform to the best of their ability we expect all members of the School to conform to the following code of conduct.

Care for others

- All pupils of the School should show consideration, courtesy, respect and sensitivity to one another, to visitors to the School and to those of the public with whom they come into contact.
- The School will not tolerate disrespectful behaviour or physical or verbal abuse i.e. bullying, teasing, rudeness or bad language, directed at any member of the School.
- Any incident of bullying should be reported to an adult immediately. (Please see School anti-bullying policy.) Immediate steps will be taken to offer appropriate support for the victim. When the facts have been fully established and sanctions for the perpetrator decided upon, support should also be extended to him or her in the form of assistance from the School Counsellor, member of the Senior Management Team or outside agencies.

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- We expect all members of the School to refrain from inappropriate physical contact with one another.

The right to learn in a calm and uninterrupted atmosphere

- Pupils should move from lesson to lesson quickly but calmly so that they are punctual. They should line up outside the classroom quietly and wait for the teacher to arrive. To benefit fully from lessons, pupils should have all necessary equipment and books.
- All work submitted should reflect a pupil's best efforts. Work that is badly presented or well below a pupil's capabilities is unacceptable and will be returned to the pupil in order for it to be done again.
- To ensure that the learning of others is not disturbed, calling out and other forms of disruptive behaviour are forbidden. Pupils will only be acknowledged and given the right to speak if they first raise their hand.
- Mobile phones are not permitted in School lessons.

Care for ourselves, the School and the environment

In these areas the School's goals are achieved when pupils:

- Comply with the School's rules on conduct and behaviour.
- Uphold the values and ethos of the School at all times on and off site.
- Listen to and obey instructions given by adults on site and on School trips.
- Leave classrooms and changing rooms neat and tidy.
- Put all litter in bins (– even that which is not yours!).
- Adhere to the School Uniform dress code and wear the uniform smartly.
- Refrain from using vulgar or bad language even when not directed at others
- Refrain from using make up, nail varnish and unnatural hair colours.
- Confine items of jewellery worn at School to a watch, one necklace with a small religious pendant and, in the case of girls only, one pair of stud earrings to be worn in the earlobe only. These items should be removed for PE and Games. Boys are not allowed to wear an earring to School even if it is covered with a dressing. (Please note that the School cannot be held responsible for the loss of such items and expensive items should not be brought to the School.)
- Hand in to the School Office any medication, apart from asthma inhalers brought into School.
- Be very careful on or near the School drive Do not run or play on the drive or near parked vehicles.
- Obey the rules regarding play in the School grounds. These are there for your safety.

Members of the School must not:

- Bring potentially dangerous objects such as knives, airguns, fireworks , matches or cigarette lighters (this list is not exclusive) onto the School's premises.
- Damage property or write graffiti or otherwise mark School property.

If damage is caused in breach of these rules or because a pupil has disobeyed instructions, a charge may be levied. If the School, in such a case, is unable to identify the culprit and is satisfied that other pupils do know but are unwilling to divulge the information, the School may levy the charge to be shared between the pupils present at the time of the incident, following discussion with the parents of those pupils.

- Smoke or consume alcohol on the School premises or on any School trips.

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- Bring or use chewing gum on the premises.
- Bring any drugs (other than approved medication) onto the School's premises or on School trips.

Staff behaviour

- We believe in and practise a policy of Positive Behaviour Management. We expect families and volunteers to adhere to these policies within the School.
- We operate a no shouting policy. Staff do not shout at each other or at the children, unless there is a valid requirement to be heard.
- We operate a no sarcasm policy. Staff do not use sarcasm to rebuke or criticise each other or the children. We ask that families and volunteers also adhere to this no sarcasm policy within the School.
- If staff have a professional disagreement, they do not allow any visible conflict to be seen by the children. Staff conflict is also not brought into the Staffroom or the School Office. Staff are expected to resolve professional differences amicably through discussion, compromise and/or negotiation with another member of staff. The Principal is always available to assist in resolving any conflict between staff. Staff are expected to put any personal disagreements aside during School working hours and when dealing with any matters concerning the School. Where a member of staff feels that serious issues remain unresolved, they may address these formally through the Grievance Policy (see Staff Handbook).
- Staff do not talk about each other in a negative manner to other members of staff or to parents. It is recognised and understood that disagreement and conflict will arise from time to time amongst colleagues. However, we believe that a happy and healthy staffroom and School office, devoid of gossip and staffroom politics, makes for a happy and healthy School. Staff are encouraged to resolve any conflict through speaking to their line manager and/or to the Principal, if necessary.
- We avoid behaviour or language that would make children and/or other staff feel humiliated, especially in front of others.
- We avoid behaviour or language that would make children and/or other staff feel threatened or intimidated

Rewards

Staff should seek every reasonable opportunity to praise pupils and, where appropriate reward them for good behaviour and good work. This encouragement may include:

- Verbal praise
- House points
- Prizes for achievement
- Being given specific responsibilities within the School
- Showing work one of the Deputy Heads or the Principal
- Display of work
- Comments on work
- Letters home from teachers

Behaviour modification

For minor breaches of discipline or misconduct efforts will be made to help a child improve his or her behaviour using one of more of the following:

- Discussion with the child
- Discussion in groups or whole class
- Move the child from the group to work on her own where possible
- Repeat work
- Behaviour modification programme – setting targets

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- Parental involvement

Sanctions(in order of severity)

For more serious breaches of discipline, the choice of sanction to be used depends on the severity of the offence or, in the case of minor offences, their frequency and the degree of disobedience involved in their repetition.

- verbal warnings
- repeat work
- movement within a class
- a visit to the Principal's office
- removal from a class for the remainder of a lesson
- detentions at break or lunchtime (which may involve being assigned "community work" on site*)
- phone-calls to parents
- letters to parents
- daily or weekly report
- asking parents into School to discuss their child's behaviour
- after School detentions (which may include Saturday and may also involve being assigned "community work" on site*)
- removal from lessons
- temporary exclusion from School for the rest of the day or longer
- permanent exclusion from School

* *Community work on site means carrying out minor jobs under supervision such as sweeping the gym floor, clearing up a changing room, picking up litter left in the grounds, etc.)*

Exclusion

The procedures, including provision for a Governors' Review on the parents' request, are set out in the School's Standard Terms and Conditions. We may consider it inappropriate to re-instate a pupil who:

- Threatened or committed violence against other pupil/s or staff
- Sold drugs or other illegal substances
- Displayed persistent and malicious disruptive behaviour, including open defiance of authority
- Engaged in sustained bullying of other pupils..

Physical restraint

All members of staff are aware of the regulations regarding the use of force by teachers, set out in DFE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Children*. Teachers in our School do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children. We use physical restraint, such as holding, only to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Principal and recorded in the child's personal file. The child's parents are informed on the same day.

The role of parents

We work in partnership with parents. Staff liaise with parents about their children's behaviour. We work with parents to address recurring unacceptable behaviour, using observation records to help us to understand the cause and to decide jointly how to respond appropriately. Parents are involved at the earliest possible stage if problems persist or recur.

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The School works collaboratively with parents, so children receive consistent messages about how to behave at home and at School. We expect parents to support our rules for behaviour.

If the School has to use reasonable sanctions to punish a child, parents should support the actions of the School. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Principal. If these discussions cannot resolve the problem, the Complaints Procedure should be invoked.

Review

The Principal reviews this policy annually (and at such other times as may be necessary e.g. following representations at a School Council Meeting or by parents.)