



# Behaviour and Discipline Policy Including EYFS

## Wellesley Haddon Dene

### 1. Introduction

Our policy reflects the DfE guidance, in particular 'Preventing and Tackling Bullying' (DfE, 2017), 'Use of Reasonable Force' (DfE, 2013) and 'Keeping Children Safe in Education' (DfE, 2024).

This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Complaints

### 2. Aims and Expectations

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe, and secure.

The school has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The school expects every member of the school community to behave in a considerate way towards others.

We treat all pupils fairly and apply this behaviour policy in a consistent way.

This policy aims to help pupils grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community. We encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the schools is situated and to society more widely.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

### 3. Rewards and Sanctions

We praise and reward pupils for good behaviour in a variety of ways:

- teachers congratulate pupils;
- teachers give pupils value added awards;
- for 'Time to Shine' performances;
- For politely representing the school at events off site;
- we give value added points to pupils, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
- we reward 'houses' as a collective group at different times of the school year;
- prizes at the end of the academic year;
- commendations (including letters on dojo to parents);

The school acknowledges all the efforts and achievements of pupils, both in and out of school.

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. The school rejects the use of corporal punishment.

- We expect pupils to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect pupils to try their best in all activities. If they do not do so, we may ask them to redo a task.
- If a pupil is disruptive in class, the teacher reprimands him or her. If a pupil misbehaves repeatedly, we isolate the pupil from the rest of the class until they are calm, and able to work sensibly again with others.
- The safety of the pupils is paramount in all situations. If a pupil's behaviour endangers the safety of others, the class teacher stops the activity and prevents the pupil from taking part for the rest of that session.
- If a pupil threatens, hurts or bullies another pupil, the class teacher records the incident and the pupil is sanctioned.
- If a pupil repeatedly acts in a way that disrupts or upsets others, the school contacts the pupil's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the pupil.
- We expect pupils to be kind, respectful and always helpful;

#### **Escalation Process:**

- It is most likely that the class teacher or playtime duty staff will be the first person to respond to a behaviour incident. A child who has misbehaved will be given a verbal warning and reminded of behaviour expectations.
- If the child continues to misbehave, the child will have 'time-out' which will involve missing 5 minutes of playtime. It is the responsibility of duty staff or specialist teachers to report any incidents of misbehaviour to the class teacher.
- If the child misbehaves further in the same vein, then the Headmistress, Headmaster or Deputy Head will hold reflection time sessions with the child and parents will be notified.
- If the incident is serious where the safety or wellbeing of others has been jeopardised, then the Headmistress or Headmaster will intervene immediately, parents will be notified and the student will be supported and sanctioned appropriately.
- In all cases, all sanctions are recorded on the School MIS.

The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the pupils and the teacher. In this way, every pupil in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class at an appropriate time

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all pupils attend school free from fear. Our anti-bullying policy has more details regarding this.

All members of staff are aware of the regulations regarding the use of force by teachers ('Use of Reasonable Force' (DfE, 2013)). Teachers in our school do not threaten, hit, push or slap pupils (not use or threaten corporal punishment). Staff only intervene physically to restrain pupils or to prevent injury to a pupil, or if a pupil is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of pupils.

#### **4. The Role of the Class Teacher**

It is the responsibility of teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The teachers in our school have high expectations of the pupils with regard to behaviour, and they strive to ensure that all pupils work to the best of their ability.

The teacher treats each pupil fairly and enforces the classroom code consistently. The teachers treat all pupils in their classes with respect and understanding.

If a pupil misbehaves repeatedly in class, the teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Headteacher.

The teacher liaises with external agencies, as necessary, to support and guide the progress of each pupil.

The teacher reports to parents about the progress of each pupil in their class, in line with the whole-school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of a pupil.

#### **5. The Role of the Headteacher**

It is the responsibility of the Headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all pupils in the school.

The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Headteacher keeps records of all reported serious incidents of misbehaviour and sanctions. This includes the nature and date of the offence and the sanction imposed. The Headteacher uses the records to identify patterns of behaviour and address these.

The Headteacher has the responsibility for giving fixed-term suspensions to individual pupils for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a pupil. These are all recorded in detail.

## **6. The Role of Parents**

The school collaborates actively with parents, so that pupils receive consistent messages about how to behave at home and at school.

We expect parents to support their pupil's learning, and to cooperate with the school. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their pupil's welfare or behaviour.

If the School has to use reasonable sanctions to punish a pupil, we expect parents to support the actions of the school. If parents have any concerns about the way that their pupil has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Headteacher. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented in accordance with the Complaints Procedure.

## **7. The Role of the Proprietor**

The Headteacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but the owner may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

## **8. Drug and Alcohol-Related Incidents**

It is the policy of this school that no pupil should bring any drug, legal or illegal, to school. If a pupil will need medication during the school day, the parent or guardian should notify the school and ask permission for the medication to be brought. This should be taken directly to the school secretary who will ensure a consent form is completed by the parent or guardian. Any medication needed by a pupil while in school must be taken under the supervision of the authorised member of staff.

The school will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any pupil involved will always be notified. Any pupil who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the pupil will normally be permanently excluded, and the police and social services will be informed.

If any pupil is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that pupil to be taken home.

It is forbidden for anyone, adult or pupil, to bring onto the school premises illegal drugs. Any pupil who is found to have brought to school any type of illegal substance will normally be punished by a temporary exclusion. The pupil will not be readmitted to the school until a parent or guardian of the pupil has visited the school and discussed the seriousness of the incident with the Headteacher.

If the offence is repeated the pupil will be permanently excluded.

If a pupil is found to have deliberately brought illegal substances into school and is found to be distributing these to other pupils for money, the pupil will be permanently excluded from the school. The police and social services will also be informed.

Should the Headteacher decide that it is appropriate for the pupil to be required to leave, they will present the case to the owner or a director and request approval for this action to be taken.

## **9. Monitoring and Review**

The Headteacher monitors the effectiveness of this policy on a regular basis. The school has a register of sanctions, and the Headteacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the Headteacher to ensure that the school policy is administered fairly and consistently. Particular attention is paid to matters of racial equality. No pupil is treated unfairly because of race or ethnic background.

Date	Position	Name of Reviewer	Date of Next Review
August 2024	Headmistress	Mrs L. Harries	August 2025
August 2024	Proprietor	Mr A. Khan	August 2025