



BERKHAMPSTEAD SCHOOL

BEHAVIOUR and EXCLUSION POLICY

Behaviour Management

All pupils at Berkhampstead have the right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation nor is shouting except in the interest of a child's safety.

The use of corporal punishment is not acceptable and is unlawful in schools.

Where children display difficult or challenging behavior, adults must follow this behaviour policy. The use of physical intervention can only be justified in exceptional circumstances. *Please see the Physical Restraint Policy.*

Discipline - Class & General

- All members of staff are responsible for maintaining good standards of behaviour within the school.
- All members of staff should familiarise themselves with this policy and ensure it is followed at all times.
- Pupils are expected to respond appropriately to all instructions concerning either their general conduct, or learning behaviours and all pupils should be made fully aware of what is expected of them.
- Children are expected to abide by the school code of conduct as listed below.

Exclusion

Exclusion, whether temporary or permanent, is a last resort. Permanent exclusion is used only in the most serious circumstances.

Breaches of School Rules which merit exclusion:

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion includes the following:

- Physical assault against pupils or adults;
- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying;
- Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc.);
- Sexual misconduct;
- Drug and alcohol misuse;
- Damage to property;
- Theft;
- Persistent disruptive behaviour; and
- Unreasonable or otherwise inappropriate parental behaviour.

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanours.

Appeals against exclusion

The school will always offer the right of appeal to any pupil excluded from the school. Any appeal against exclusion will be dealt with under Stage 3 of the school's Complaints Policy, and should be made in writing to the Head Master within one week of the pupil's exclusion.

CODE OF CONDUCT

We encourage:

- Good manners
- Honesty
- Consideration for others
- Orderly behavior
- Courtesy
- Tidiness
- Patience
- Common sense

The children must definitely not:

- Cross the road on their own
- Climb, hang or sit on fences or trees
- Touch others' property without permission
- Use bad language or anti-social behaviour

Our routine requires the children to:

- Move around corridors and stairways on the right
- Walk quietly at all times
- Stay inside the outside play boundaries, unless accompanied by a member of staff
- Cross the road in pairs, only under staff supervision at the crossing

Periodically, teachers should explain in an appropriate manner, exactly what is expected of them and what is meant by each of the items in the code of conduct.

School Rules

Appearance

Be sure to keep your uniform clean and tidy and to wear it correctly

Enter and leave school wearing the correct school uniform

Spend time to ensure that shoes are polished and laces fastened

Make sure hair is tidy and tied back.

Always put any games kit in sports bags after use.

Remember that shirts should be tucked inside trousers

Top buttons should always be fastened when wearing a tie

Safety

Try to be on time for school

Help everybody by being in the right place at the right time

If you see a stranger around school tell a member of staff

Never run in or out of buildings and always walk to assembly and lessons

Keep to your left on staircases

Stay in single lines when using the stairs

Always hand any medicine to the office at the start of the day

Fire can kill, so respond quickly and silently to fire alarms

Except when it's wet, always go outside at break times and never play in the changing rooms

Respect

Other pupils deserve your respect

Treat others as you would like them to treat you

Help yourself by not bringing money into school unless it's for a specific purpose

Every body in our community is valued.

Remember that manners are important – always say please and thank you to everybody

Staff should call you by your first name, you should call them Mr, Mrs, Miss (+name).

Organisation

Produce homework diaries in relevant lessons.

Remember that bags should be kept in form rooms stored out of the way

If you have a problem, please ask.

Do organise yourself well, get books and equipment ready before lessons

Everybody should use a school bag or pencil case to keep belongings together

REWARDS, BEHAVIOUR AND CARE

The Form teacher assumes responsibility for the care, discipline and welfare of the children. He/she is responsible for ensuring any serious problems are brought to a member of the SMT's attention and that, if appropriate, parents are made aware of any concerns we may have.

Children's problems and difficulties are discussed in open forum on a weekly basis if necessary with the staff at the weekly staff meeting.

In lessons the teacher assumes total responsibility for the care and discipline of the children. If any problems arise he/she should handle the situation appropriately. If necessary, another teacher or a member of the SMT can be called upon for assistance.

At break time the Duty Staff assume total responsibility for the care and discipline of the children. If any problems arise, he/she should handle the situation appropriately and communicate with the Form Teacher as soon as possible.

If a child's behaviour is of sufficient concern for the child to need to leave the classroom, or if a child is unwell or distressed, the teacher will ask the child in the first instance to sit quietly in the classroom under supervision. If the child continues to misbehave, to be unwell or is upset, the teacher will send another child in the class for another teacher to collect the child. The form teacher will then be able to deal with the situation as needed.

Pre-Prep Specific

Rewards

Stickers and Stars

- All teachers have a supply of stickers to award to children for any positive behaviour, academic or otherwise. Children may have individual sticker charts or class charts on which to put these awards or they may choose to wear them.
- In Kindergarten and Reception, teachers and parents work in partnership to celebrate the achievements of the children by awarding 'Wow!' certificates alongside stickers for rewarding positive behaviour and achievement.
- Each Friday lunchtime in the KS1 dining room, a child on each table is chosen to receive a 'Lunchtime Award' sticker; the teacher explains to everyone why that particular child has been chosen.
- In Year 2, children may be awarded a 'Sparkle Statement' for a piece of especially good work or behaviour; these are awarded during the weekly Circle Time session and are displayed in the classroom for a week before being sent home.

- As an incentive to improve the general standard of behaviour in a class, a 'Class Star' system may be used; when ten stars have been gained for good behaviour by the whole class, there is a reward such as additional choosing time.
- Teachers may decide to use a class behaviour chart, displayed on the classroom wall, which shows how each child is behaving that day.

Awards and Birthdays Assembly

- Each week in the 'Awards and Birthdays' Assembly, a child from each class is selected to receive a special award; any criteria can be used by the class teacher for this award. In KSI, this is a 'Special Achievement' Certificate, in Reception a 'Wow!' Certificate and in Kindergarten, there are special cuddly toys that are awarded to children who can take them home for the weekend.
- Other certificates and awards can be brought in and shown during this assembly.
- Teachers should keep a record of which children receive the Achievement or Wow Certificates.

Sanctions

- In Kindergarten, children are given choices and are praised for choosing the correct choice. Children are given "Thinking Time" (2 minutes) if appropriate. It is discussed with the child why s/he has been given this time and how it can be avoided in future.
- Staff are encouraged to use the 'Proximity Praise' idea which encourages children to behave well by seeing someone near them get positive attention and feedback for good behaviour.
- For the Reception and KSI children, a 'Behaviour Ladder' with designated degrees of sanction can be used should it be necessary to punish bad behaviour. This consists of:
 1. Verbal warning
 2. Name on board
 3. Parents told
 4. Headmaster notified
- The class behaviour chart mentioned above can also be used to show the consequences of bad behaviour.
- Depending on the severity of the offence, steps of the ladder can be omitted.

- Persistent offenders are sometimes given an individual 'Behaviour Card' or Chart as an incentive to improve their behaviour; this is marked by the teacher to show whether they have behaved each day/part of the day and is shared with parents.
- In the playground, persistent bad or dangerous behaviour can result in a child sitting on the bench to reflect on their actions for part of playtime or, if deemed necessary, the child being put outside the staffroom.

School Manager Record of Incidents









- Any significant incidents are recorded on School Manager so that each pupil's behaviour is monitored constantly; this goes with them throughout the school so this is an effective way of uncovering any significant behaviour patterns or problems.
- Records are also kept of the victim in such incidents as there may be a significant pattern there too.

Prep Specific

The aim of the policy is to lay solid procedure to reward children and deliver sanctions, if required. The school has a policy of praising good work and behaviour and rewarding whenever possible.

Berky Bonus Badges

Bonus Badges are given for pupils reaching a certain number of bonuses during their time at Berkhamstead - Year 3 to Year 6. The bonuses received during a year will be carried forward to the next year and badges received on reaching the next target.

CREAM BADGE		100 BONUSES
BROWN BADGE		250 BONUSES
LT. BLUE BADGE		500 BONUSES
ORANGE BADGE		750 BONUSES
PINK BADGE		1000 BONUSES
LT. GREEN BADGE		1200 BONUSES
PURPLE BADGE		1400 BONUSES
BERKY BADGE		1600 BONUSES

Specific Rewards

BONUS	A bonus can be awarded to a child for a piece of good work, remembering forms, good manners or helpfulness. They are given to the child as colour coded pieces of card (house dependent).
Commendation	A commendation is a certificate that is presented to the child in assembly. They are for exceptional work or behaviour. They are kept by the child as a record of achievement.
Every week children hand in bonuses and commendations to form teachers to be recorded. All the results are tallied towards individual and house scores. Each week, a certificate is presented to the individual with the highest score for each year group, a running house total is announced and bonus badges are presented to any child who has amassed enough points (see below)	
Class Bonus	A class bonus can be awarded to a whole class for a number of reasons such as a good working ethic, the whole class has remembered something (such as reply slips or reading books) or great behaviour. These are forms that should be passed from the class to the form teachers for recording.
Once the class have reached a desired total the class may be rewarded with an edible treat or a free break (a session when the class can use the playground).	

At our school, we want everybody to be...

friendly

kind

helpful

supportive

thoughtful

responsible

forgiving

Anyone who is worried or unhappy about anything at all can talk to their form teacher or another member of staff; we are all here to listen and help.

Our new Behaviour Ladder



Everyone starts each week on Green level, trying to show the qualities above.

If, after one warning, you repeat some sort of bad behaviour, you will be on...



Orange level. Your name will be recorded in the staff room and you may be given a punishment. Talk with a member of staff to sort yourself out.

If you get 3 Orange levels in a week or do something really bad, you will be on...



Red level. Your parents will be told and you will usually be given a punishment. The incident will be recorded in a book. Ways to put right the wrong you have done will be discussed with you.

Sanctions

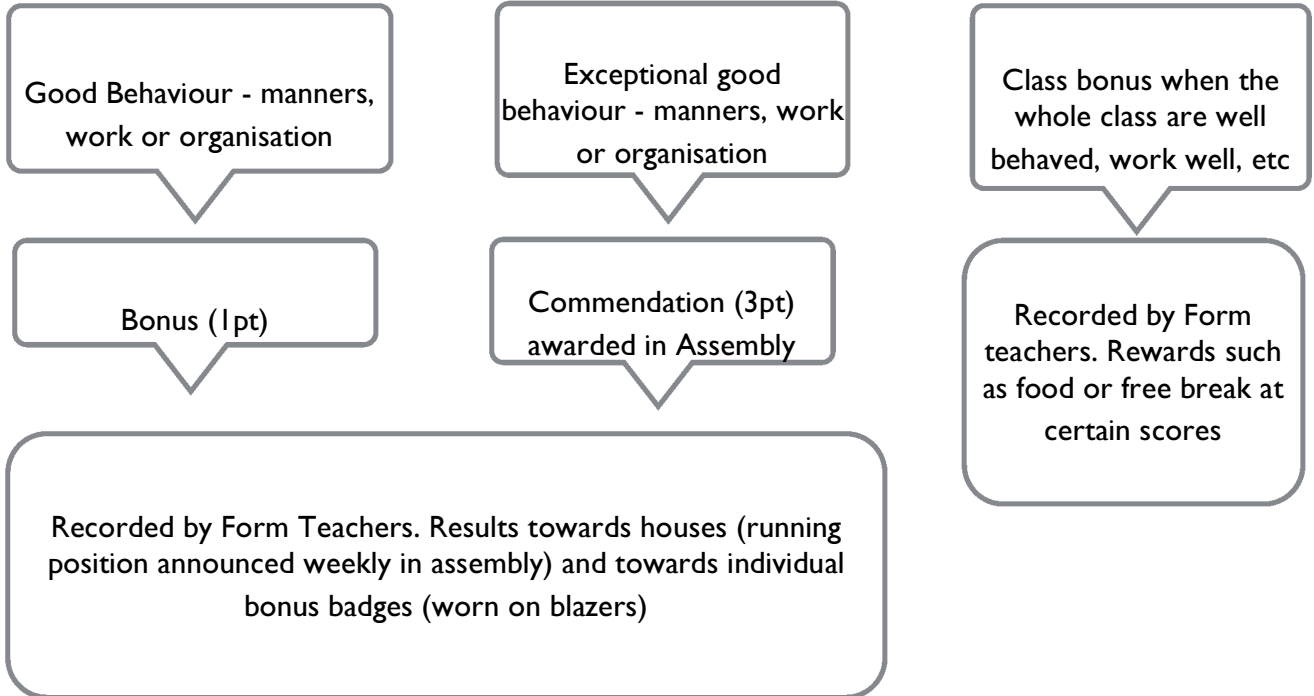
Verbal Warning	The first phase of discipline is to remind the child that the action they have taken is wrong and offer alternative ideas (Education)
Specific Sanction (Orange Level)	This may be a specific punishment to fit the crime. For example redoing work, missing a break time or litter patrol. This sanction can be administered by individual teachers.
Minus (Orange Level)	If a child repeats the offence or displays behaviour that is inappropriate then a minus card is given. This card should be handed to the form teacher and the child must explain the reason. The offence should also be written on the staff room board. The minus is worth -3 pt.
Detention (Red Level)	For a more serious sanction or for persistent bad behaviour children will have a more formal detention. This is supervised by the Head of Prep and takes the guise of detention papers to match individual crimes. Parents may be informed, this should be recorded on School Manager.
Suspension/ Exclusion	In exceptional circumstances, the Headmaster reserves the right to suspend or exclude a child.

Report Cards

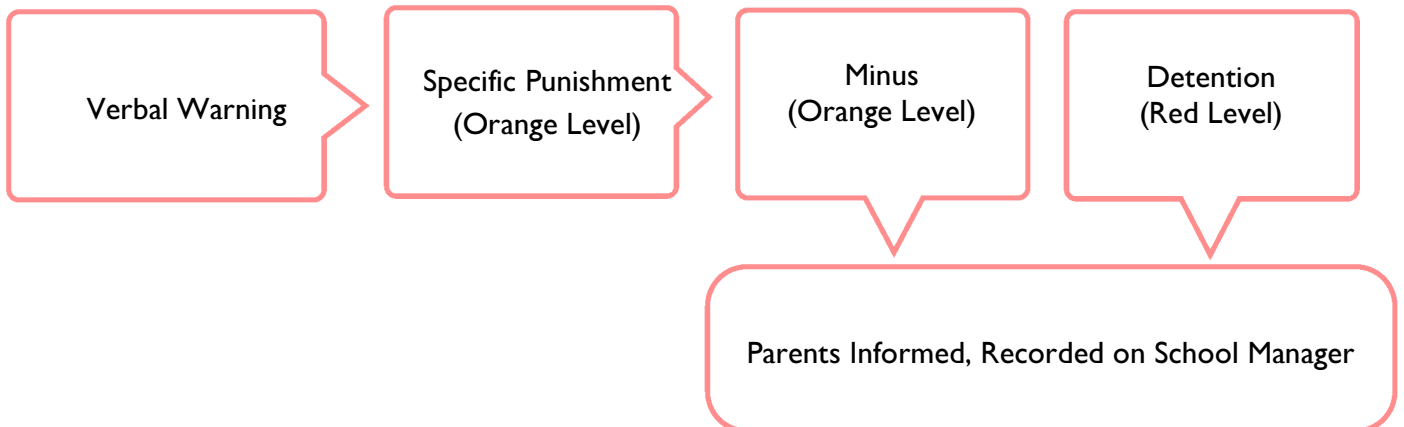
For some children an alternative course of action is to give them a report card. These can be for specific targets and should be signed by class teachers at the end of each lesson and by parents each night.

If there is no improvement or a recurrence of bad behaviour then the parents should be asked to come into school to discuss the matter with the form teacher. It is good policy to keep parents in the loop from the outset. Such Incidents should be recorded on School Manager.

Good Behaviour



Bad Behaviour



Playground Rules

Pre-Prep

General Rules for children playing in the main playground

- The member of staff on duty decides whether the children need to wear a jumper/coat/ raincoat outside.
- Two teachers are on duty on a rota basis each playtime; when Reception join Years 1 and 2, there are three teachers on duty.
- Children should be led out to the playground and **never** left unattended.
- The first aid box, containing the Accident Forms, should be easily accessible on the bench; any injuries that are more than just superficial are recorded on an Accident Form for example, a cut, a broken tooth or a bruise. *(See also First Aid Policy Document)*
- Any bumps to a child's head are reported to parents with a 'head bump' letter along with the Accident form. *(See also First Aid Policy Document)*
- Children are told 'No pulling, no pushing and no climbing on top of each other.' They are encouraged to sort out minor differences of opinion through discussion rather than constant tale-telling.
- Bad or dangerous behaviour will result in a child being put on a bench to reflect on their actions for a period of time decided by the duty staff. Sometimes, a child has to be brought in to be spoken to by a member of staff indoors; they may then spend the rest of their playtime away from the playground. *(See 'Sanctions'.)*
- The playground door and the basement door are left open so that children can access the toilets; they must always ask permission to do so.
- Children must not play on fences, flower beds or the fire escape and, when the ground is wet, they are not allowed on the grass.
- If it is wet or frosty, children may be stopped from playing on the equipment if it has been made slippery and dangerous.
- The high and middle bars are for swinging only but the low bar can be used for doing a roly poly; the middle and top bars can be used by any Year 1s or Year 2s that can reach it safely. Children must never sit on top of the bars.
- At the end of playtime, a member of staff on duty will ring the bell; the children get off the apparatus and stand still until they are told to walk to their lines on the square mat. They should line up quietly.
- The children are led into school by the duty staff, Year 1 through the top door and Year 2 through the basement door.
- It is the responsibility of the duty staff to ensure that all doors are closed at the end of playtime.

Castle Rules

- Slide – one at a time, always feet first, no climbing up.
- Climbing net – one at a time.
- Climbing wall – one at a time, no jumping out from the top.
- Wobbly bridge – if sitting, legs should be straddling a rope.
- No equipment to be taken on the castle, except puppets in the theatre.

Only one class or year group at a time, as specified on Castle Rota (on First Aid box lid).

General Rules for children playing outside the Andrews Centre

- Children only play within the building line.
- Children only play on the grass or paved/tarmac areas.
- All balls kicked outside the boundary line must be retrieved by an adult.
- Balls must stay away from equipment and only be retrieved by one child if they go near equipment.
- Stay away from Gym windows if a lesson is taking place.
- Children use Gym/Kindergarten toilet but must ask an adult first.
- Approach slide from the back and only slide down on bottoms.
- Keep bicycles/scooters etc. on the paths.
- Children do not touch Early Years equipment when passing to the main building or to the playground.
- No Early Years equipment to be played with after school.

Kindergarten children

- Kindergarten children play separately at the Kindergarten end of the garden.
- They are joined by Reception children for Tuesday and Thursday morning break times.
- In the Summer term, they are sometimes brought up to the older children's playground to accustom themselves to the environment and the equipment.

Wet Playtime

- If it is too wet to play outside wearing a raincoat, the KSI children are taken by the duty staff to the Library to watch a DVD or to their classrooms for 'table' activities.
- Reception children stay in their own building.

Prep Playground Rules

Small Playground

- Year 3 & 4 or Year 5 & 6 in rotation (rota displayed in playground)
- Football is allowed with the following rules –
 1. Only a school ball is to be used
 2. If the ball goes over the fence it is the end of the game
 3. Over head height (football) 5 minutes in the “sin bin”.
 4. No pushing or shoving
 5. Play fairly by the rules of football or cricket (summer term)

Large Playground

- Skipping, catching and tag games
- No pushing or shoving
- All equipment should be used appropriately (ie skipping ropes for skipping)

Trim Trail

- Obey the Open or Closed Notice on the gate.
- No ball games
- Treat the equipment with respect
- No pushing or shoving

Quiet Area (outside the tennis courts)

- Please keep the chess area tidy
- No running or tag games
- No playing behind the chess huts
- No pushing or shoving

Other important rules

- If there is an accident the MOS should be told immediately
- Any child needing to go inside should inform MOS
- Games should not involve pushing, grabbing, shoving and man handling individuals
- No game should be exclusive
- When the whistle goes children should line up quickly and quietly. All equipment should be returned.

Wet Playtime

- MOS on duty decides whether it will be wet play
- Children are supervised in own classroom by form teacher or by designated monitors.
- Duty staff circulate round school.