

Keble School Behaviour and Discipline Policy



Aims

The aims of the school state that we wish to create a happy, safe and secure learning environment and also teach boys about good behaviour, tolerance and consideration. A lack of self-discipline and resultant poor behaviour are contrary to these aims; this policy is constructed in the belief that all pupils should feel safe, valued and able to learn.

The Objectives of this policy are:

- To clarify the type of behaviour we strive to maintain throughout our school
- To set out the procedures we believe will best enable this to happen
- To describe the possible consequences that may be incurred as a result of unacceptable behaviour

Our Aims and Objectives have been produced with regard to the Keble Principles:-

Puritas

- Working hard
- Being self-reliant

Veritas

- Telling the truth
- Keeping promises

Probitas

- Respecting the rights and property of others
- Consideration for others

We believe bullying is unacceptable behaviour in any circumstances.

Rewards for Positive Behaviour:

Throughout the school

- Individual verbal praise
- Public praise in the classroom or at Assembly e.g. *Headmaster's Commendation*
- Informing parents via a phone-call or a note in the reading record or diary
- Specific privileges given within the classroom for individuals or groups
- Written comments on work
- House points

Junior School

- Good Work Assembly
- Certificates and Stickers
- Visit to Head of Junior School/Headmaster
- Golden Time
- Golden Rules/Star of the Day (Reception)
- Star of the Day (Year 1)
- Golden Book/Board (Year 2)
- Postcards sent home (Year 4)
- Spirit Certificates

Senior School

- Green slips
- Effort Certificates
- Postcard home to parents in English

Strategies to deal with Unacceptable Behaviour

We have high expectations for behaviour at Keble and, in general, we believe in positive correction. We intend that any strategies put in place to improve behaviour should be proportionate to the misdemeanour(s) and any sanction taken should be reasonable and fair.

In more serious cases, or where the individual is not rectifying his behaviour, it may be that the Deputy Head, Director of Pastoral Care, Head of Junior School or even the Headmaster becomes involved. If action is deemed necessary by any of these individuals at this stage a written record will be made. The nature of the sanctions applied will inevitably become more serious: extreme or continued unacceptable behaviour will not be permitted in the school.

(The Director of Pastoral Care maintains a written record of the most serious sanctions. These are kept for the entire time the boy is at school and will be used on later occasions)

Strategies can include:

In the Junior School

- Verbal warnings from their Form Teacher
- Losing minutes in Golden Time
- Missing some or all of a break]
- Writing letter of apology
- Behaviour Report Form/Book
- Parents asked to visit
- Visit to Head of Junior School/Deputy Head/ Headmaster
- Exclusion- see below

In the Senior School

- Verbal warnings by subject teachers
- 'Red slips' for unacceptable behaviour
- Cool off time – a boy can be sent out of a lesson very briefly (couple of minutes) in order to make an immediate point or to settle down.
- Boys can be sent to Head, Deputy Head or Director of Pastoral Care for reprimand
- Discussion or written communication with parents.
- Behaviour report forms
- Detention for accumulating 3 Red Slips
- Detention, withdrawing of privileges, loss of free time and missing Games.
- Supervised study or withdrawal from lessons for a period of time (Internal Exclusion)
- Exclusion – see below

Serious Sanction Log

If some of the more serious sanctions have been applied (usually once have had to be contacted) then the Director of Pastoral Care must be informed and a formal record kept. The Deputy Head also keeps a record of boys on report card or who have had detention.

Other Support Systems and Guidance:

Incident Forms

If an incident has occurred the member of staff to whose attention it has been brought must record and pass on to other relevant members of staff. An Incident Form should be completed (available from the staffroom). A copy should then be distributed to the relevant Form teacher(s), Head of Junior School, Director of Pastoral Care and/or Deputy Head. For example, incidents may concern individuals causing serious damage to school property or the incident may occur between pupils. The Head, Deputy Head, Head of Junior School or Director of Pastoral Care will always follow up an incident, decide upon a suitable course of action and make a written record of it. A copy of this record will stay on the file of any pupil involved.

Exit/Assistance Procedures

In the unlikely event of a member of staff finding themselves in need of assistance, because a pupil is grossly disobedient or for any other reason they should:

- Stay with their class
- Write a brief note requesting help
- Choose a reliable pupil to take it to the School Office
- The office will then locate a suitable member of staff to assist

Physical Force

Under normal circumstances teachers should neither touch the pupils nor their possessions. However there are a wide variety of situations in which reasonable force may be appropriate, or necessary, to control or restrain a pupil. They will fall into three broad categories; -

- Where action is necessary in self-defence or because there is an imminent risk of injury;
- Where there is a developing risk of injury or significant damage to property;
- Where a pupil is behaving in such a way that he is compromising good order or discipline

Examples of behaviour that fall within one of the first two categories are;

- A pupil attacking a member of staff or another pupil
- Pupils fighting
- A pupil engaging in, or being on the verge of committing deliberate damage or vandalism to property
- A pupil is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials or objects

Examples of situations that fall into the third category are;

- A pupil persistently refusing to obey an order to leave the classroom
- A pupil behaving in a way that is seriously disrupting a lesson

(For further guidance on the above please see the Safeguarding/Child Protection Policy regarding avoiding allegations of abuse)

Exclusion

Only the Headmaster (or acting Headmaster) has the authority to exclude a pupil.

Fixed-term Exclusion

A pupil may be excluded for a fixed period if he has committed a serious breach of school discipline or his presence will seriously disrupt good order or put others in danger. The school will contact the parents before the period of exclusion, informing them of the decision. The school must then always put in writing the reasons for the exclusion and whom parents should contact to give their views or make an appeal against the decision.

Permanent Exclusion

The Headmaster may make a permanent exclusion after a single very serious incident or after a prolonged sequence of instances of unacceptable behaviour. Parents may make a written application to have this decision reviewed by a panel of governors and they will be advised of the due process, as outlined in the school's Complaints Procedure. In most cases, a mutual agreement with parents

to remove the pupil and find another school is the preferred option and in the best interests of their child.

Monitoring and Evaluation

All staff are responsible for monitoring the standards of behaviour within the school. The Deputy Head and Director of Pastoral Care will maintain such records as to assist with the evaluation of this policy and the Headmaster will report to the Governors on its impact. This policy also applies to the EYFS, where Joe Robe, as Head of the Junior School, is the designated person for behavioural concerns.

Links to other Policies

This policy is linked to the Anti-Bullying, Safeguarding/Child Protection, Misuse of Drugs, Equal Opportunities, Internet Use and Race Equality Policies.

Review Cycle

As this policy is a statutory requirement and legally required of the school. Staff, SMT and Governors will review it every two years.