

Overthorpe Preparatory School. Behaviour and Exclusions Policy.

At Overthorpe it is our aim to provide an environment where both children and adults feel they are valued and have a contribution to make. Children are encouraged to show respect and consideration for other children and for adults.

We hope that our pupils will become self-disciplined by developing a responsible attitude and by developing initiative.

We positively encourage the following aspects of good behaviour, asking children to remember the golden rule: **‘Never treat other people in a way in which you would not like to be treated yourself.’**

- ✓ Tell the truth.
- ✓ Respect other people’s beliefs.
- ✓ Respect other people’s feelings.
- ✓ Show thought for other people.
- ✓ Take care of younger children and help them to be happy at school.
- ✓ Be polite and well mannered both to people at home and to people in your wider environment.
- ✓ Respect other people’s property.
- ✓ Take responsibility for your own actions.
- ✓ Understand that there are limits and that there is a need to respect authority.
- ✓ Look after your own property.
- ✓ Care for school property, buildings and the environment.
- ✓ Make sure you do not drop litter.
- ✓ Recognise that some forms of behaviour are not acceptable.
- ✓ Learn self-discipline.
- ✓ Try to influence other people to behave well.

There are of course many other aspects of good behaviour which are to be encouraged.

In order to nurture good behaviour staff should:

- Give positive encouragement to increase children’s sense of worth.
- Be consistent.
- Set limits and get the children to understand them.
- Give children some responsibility.
- Listen to pupils.

- Reward good behaviour as well as good work.
- Credits are our main form of reward. Five of these in a fortnight result in a merit card to take home.
- Sometimes sending a child to the head teacher or to another member of staff for praise.
- Smile at children and look pleased to see them.
- Involve parents in promotion of good behaviour.
- Displaying a child's good work on the board or wall.
- Praising a child's achievements in front of the whole school.

Children must understand that some forms of behaviour are not acceptable. These include:

- Lack of regard for other people.
- Bullying in any form.
- Stealing.
- Aggressive play.
- Cheating.
- Being impolite to anyone, including parents.
- Damaging equipment and property.
- Not looking after things that parents and relatives have provided for them.
- Not being truthful.
- Retaliating.
- Running in the school building because it can cause accidents.
- Playing with dangerous items e.g. sticks.
- Making too much noise.
- Being cruel to people and to other living things.
- Being deceitful.

The following sanctions may be used to counteract unacceptable behaviour:

- Show the child that the teacher disapproves.
- Talk to the child and give him/her a chance to think about the offending behaviour and to change it.
- Give the child a warning.
- Change the child's seating position.
- Teacher to talk informally to parents to inform them there is a problem.

- Give debits. Debits are our main form of deterrent. These may be given by any member of staff who thinks the child's behaviour or work warrants them. Five during half a term result in a child being given a debit ticket to take home. Children do not like receiving these and they do work.
- Ask the child to do a useful task at break instead of playing.
- Put the child on daily report. Each teacher will then have to write a short comment on the child's behaviour for each lesson they take for a week. The form has to be taken home each evening and should come back next day signed by a parent to show that it has been seen.
- If all these measures fail the involvement of parents will be initiated.

Before sanctions are applied staff should give consideration to any factors outside school of which they are aware which may affect the child's behaviour.

EXCLUSIONS.

Children will only be excluded if their behaviour is having a serious effect on the happiness, safety or education of another child or children. In practice this means that children will only be excluded for constantly disrupting classes or for bullying. If this becomes necessary, after exploring all other avenues, the head teacher will, after talking to the child's parents write to them to formally inform them of the decision to exclude their child for five days. Work will be provided for the time that the child is excluded. If the antisocial behaviour reoccurs on the child's return to school another, slightly longer fixed term of exclusion, may be given. Work will again be provided for the term of the exclusion, which will not be for more than ten school days. If this fails to produce an improvement of attitude the child may be permanently excluded.

Last reviewed February 2009.