

Behaviour Policy – Rewards and Sanctions¹

At The Peterborough School we aim to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote a policy of mutual respect and trust for everyone. We believe that good manners, good relations and a secure learning environment play a crucial part in the development of pupils who are motivated to become lifelong learners. The School is a community and as such we expect every member to behave in such a way that others feel valued and respected.

The School seeks to create a happy and purposeful atmosphere, within the context of its small and friendly environment, so that good discipline is implicit in everything that we do and say. All pupils are encouraged to develop self-discipline and take responsibility for their own actions in the classroom, on the Games Fields, in all extra-curricular activities, in Assemblies, Chapel services, PSHEE workshops, at meal times and during breaks, and through the tutorial and House systems. Good behaviour is promoted by the use of effective praise and rewards e.g. the award of House Points, letters to parents and celebration in assemblies. A culture of praising good behaviour exists with the frequent use of encouraging language and gestures, both in lessons and around the School, so that positive behaviour is instantly recognised and positively rewarded.

Pupils are expected to uphold the good reputation of the School at all times. This includes behaviour on activities arranged by the School, such as work experience placements, educational visits and sporting events; behaviour on the way to and from School; and behaviour when wearing school uniform in a public place.

Inevitably, there are occasions when discipline has to be enforced more explicitly. Incidents of poor behaviour include when the School's various policies and codes of conduct are breached. There is a range of strategies appropriate to offences. Reasonable adjustments will be made with regard to pupils with special educational needs and/or disabilities. While we place great emphasis on pupils learning clearly and fully the difference between right and wrong, we always seek to defuse difficulties, so that prompt, corrective action can take place, at the lowest possible level, to cause the minimum distress and inconvenience to all involved.

The Deputy Headmaster is the senior member of staff with designated responsibility by the Headmaster for leading behaviour within the School.

Any behaviour offences are dealt with in accordance with the Procedures for Behaviour Management to each particular section of the School: Early Years (Nursery) according to Nursery Procedures; Early Years (Reception) and Years 1 to 6 according to the Preparatory School Behaviour Procedures; Years 7 to 13 according to the Senior School and Sixth Form Behaviour Procedures

Serious behavioural offences may be referred to the Headmaster and appropriate punishment may follow. These could include temporary or permanent exclusion, dependent on the severity of the offence; these measures will be taken by the Headmaster in the presence of the Deputy Headmaster or Head of Preparatory School.

¹

Reference should also be made to the SCHOOL DISCIPLINE AND PUPIL BEHAVIOUR POLICIES

Staff receive regular training and guidance in the management of pupil behaviour. Support and guidance is available from line managers and senior staff, as required.

No pupils may punish other pupils. Prefects in the Sixth Form have an important role to play in maintaining good order in the School and will discuss any behavioural matters with a senior member of staff (Director of Sixth Form, Head of Pastoral Care or Deputy Headmaster).

Corporal punishment is not used or threatened at The Peterborough School. It is emphasised that corporal punishment remains unlawful (School Standards and Framework Act 1998), and no member of staff (including all those acting *in loco parentis*, such as unpaid volunteer supervisors) will use corporal punishment in any form.

Involvement of Parents, Guardians and Pupils

Parents who accept a place for their child at The Peterborough School undertake to uphold the School's policies and support the School's ethos and values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework. Parents are expected to meet and work with staff on all matters relating to their child's behaviour.

Related Policies

This Policy links particularly to the following policies:

- Attendance Policy
- Anti-Bullying Policy
- Physical Intervention/Restraint Policy
- Exclusion Policy

Most recent review date: 01/06/19

Next review date: 01/06/20

Reviewed by: Deputy Headmaster, Head of Pastoral Care

Behaviour Policy – Rewards and Sanctions²

The latest version of the School's Behaviour and Exclusion Policies are available on the School's website by clicking [here](#).

Rewards in the Preparatory School

- 1) Children respond well to praise and positive comments. With this in mind, good manners and politeness are expected in the Preparatory School and all teachers are positive role-models e.g. thanking a child when they hold a door open, praising a child who shows an act of kindness.
- 2) The following are rewards and types of recognition used in the Preparatory School
 - Positive praise
 - Stickers / stamps
 - Displays of excellent work
 - Speaking to parents or sending a note home in the Pupil Planner or via email
 - Achievements highlighted publicly in Assemblies
 - Mention in the weekly Bulletin
 - Worker of the Week Certificates
 - House Points – including Certificates (Bronze = 50, Silver = 80, Gold = 120, Platinum = 180) and prizes (for the most House Points achieved in each house and each year group every term)
 - A class reward system
 - Peterborough+ Postcard
 - Head of the Preparatory School Special Commendation
 - Headmaster's Special Commendation

Sanctions in the Preparatory School

- 3) Any offences of an academic, or any other nature, which occur in the Preparatory School, are usually dealt with by the Form Tutor. This may include strategies such as 'time-out' or completing homework / class tasks during break time. Some offences are referred to the Senior Teacher or the Head of the Preparatory School.
- 4) Pupils in the Preparatory School are encouraged and supported to adhere to the Code of Conduct for Pupils at The Peterborough School, which is displayed in the Pupil Planner for Key Stage 2 and in the Parents' Handbook.
- 5) If pupils do not follow the Code of Conduct, the following Behaviour Steps are implemented:

Reception:

Step 1: Verbal Warning

Step 2: 2nd Verbal Warning

Step 3: Time-out and asked to apologise. Name placed on Sad Bear.

At the start of the day all children are on Happy Bear. If a child is put on Sad Bear, their parents will be notified.

² Reference should also be made to the SCHOOL DISCIPLINE AND PUPIL BEHAVIOUR POLICIES Guidance from the Department for Education available from the School.

If a child's name is being recorded repeatedly on Sad Bear this will be regarded as Persistent Poor Behaviour.

YEAR 1:

Step 1: Verbal Warning and name placed on the Sad Face

Step 2: 2nd Verbal Warning and name underlined

Step 3: Name circled and their name is recorded in the Behaviour Log

At the start of the day all children are on the Happy Face. If a child's name is recorded in the Behaviour Log, their parents will be notified.

If a child's name is being recorded repeatedly on the Sad Face this will be regarded as Persistent Poor Behaviour.

YEAR 2:

Step 1: Verbal Warning and child's name placed on the board

Step 2: 2nd Verbal Warning and name underlined

Step 3: Name circled and their name is recorded in the Behaviour Log

If a child's name is recorded in the Behaviour Log, their parents will be notified.

If a child's name is being recorded repeatedly this will be regarded as Persistent Poor Behaviour.

YEAR 3 to YEAR 6:

Step 1: Verbal Warning and name placed on the board

Step 2: 2nd Verbal Warning and name underlined

Step 3: Name circled and their name is recorded in the Behaviour Log

If a child's name is recorded in the Behaviour Log, their parents will be notified.

If a child's name is being recorded repeatedly this will be regarded as Persistent Poor Behaviour.

Behaviour Log

6) The Behaviour Log is kept in the Preparatory Shared Area where each Year group has its own page. This is monitored by the Senior Teacher. If a child's name has been recorded on the Behaviour Log, the Senior Teacher will speak to the pupil involved and the Form Teacher will inform their parents. If a child's name is repeatedly recorded in the Behaviour Log this will be regarded as Persistent Poor Behaviour.

Persistent Poor Behaviour

7) For Persistent Poor Behaviour, pupils will be issued with a Report Card which monitors their behaviour throughout the day. This is shared with Parents. The Report Card will always be determined by the Senior Teacher and Head of Preparatory School. If there is no improvement in behaviour, this will be considered as Serious Behaviour.

Serious Behaviour

- 8) Inappropriate behaviour of a serious nature will be investigated by the Senior Teacher or Key Stage Leader in the Preparatory School which is then reported to the Head of the Preparatory School. If necessary, this may be investigated further by the Head of the Preparatory School. Pupil's names will be directly recorded in the Serious Behaviour Log. Parents will be informed and will be invited to discuss the incident further. More serious offences may be referred to the Headmaster and appropriate sanctions may follow. These could include temporary or permanent exclusion, depending on the severity of the offence; these measures will be taken by the Headmaster in the presence of the Head of the Preparatory School.

Most recent review date: 03/06/19
Next review date: 03/06/20
Reviewed by: Head of the Preparatory School

Rewards in the Senior School

- 1) Young people respond well to praise and positive comments. With this in mind, manners and politeness are expected throughout the School and all teachers are positive role-models e.g. thanking a child when they hold a door open, praising a child who shows an act of kindness.
- 2) The following are rewards and types of recognition used in the Senior School:
 - Positive praise
 - Stickers / Stamps
 - Displays of excellent work
 - Speaking to parents or sending a note home in the Pupil Planner
 - Achievements highlighted publicly in assemblies
 - Mention in the weekly *Download*
 - House Points – including Certificates (Bronze = 15, Silver = 25, Gold = 50, Platinum = 100) and prizes (for the most House Points achieved in each house and each year group every term)
 - Peterborough + Postcard sent to parents
 - Peterborough + Commendation
 - Headmaster's Special Commendation

Sanctions in the Senior School

The Academic Mark

- 3) Teachers should insist on high academic standards in their subject. This includes the following:
 - a) ensuring that pupils bring the correct books/materials/kit to lessons, although some leniency and additional support will be shown to pupils with recognised organisational or pastoral needs and during the first few weeks of a pupil entering the Senior School.
 - b) Meeting all independent learning (homework) deadlines
 - c) Submitting class work and independent learning tasks, which are completed to a satisfactory standard
 - d) Ensuring that work completed by a pupil is his / her own work

- 4) If these standards are not met it is the subject teacher's responsibility to deal with the issue individually or departmentally in the first instance, especially with regard to independent learning (homework) being completed.
- 5) If pupils have a valid reason for not completing their work on time it is their responsibility to contact their teacher in person or by e-mail before the start of the next lesson to explain their reasons. The teacher may then give an extension. This extension will be recorded in the Pupil Planner.
- 6) Should the issue remain unresolved after individual or departmental sanctions, it needs to be referred to the Head of Key Stage with a record of sanctions already used. The Head of Key Stage will then arrange for the appropriate intervention.
- 7) If a member of staff has concerns about a Sixth Form student's academic work, they should speak to the student and contact their Form Tutor. The Form Tutor will discuss the issue with the student and take appropriate action. If the matter is serious, or repeated, the Form Tutor should refer it to the Director of Sixth Form who will take appropriate action, which may include the use of School sanctions and contacting the parents.

The Behaviour Mark

- 8) The responsibility for good behaviour lies collectively with all staff. Teachers should insist on high standards of behaviour in their lessons and around the campus. Pupils should adhere to the Code of Conduct for Pupils at The Peterborough School, which is displayed in the Pupil Planner and the Parents Handbook.
- 9) During lessons it is the responsibility of the classroom teacher to monitor and deal with the behaviour of the pupils in their charge. In the first instance, regarding low-level classroom issues, support should be sought from the Head of Department, and departmental sanctions may be required, e.g. the misuse of classroom-based ICT, repeated talking or not following instructions. A note of the poor behaviour and the sanction employed will be recorded.
- 10) If poor behaviour in the classroom remains unresolved after the previous steps have been taken, the issue would be referred to the Head of Key Stage to employ further sanction.
- 11) A Behaviour Mark may be issued for inappropriate behaviour outside the classroom at any time and anywhere on the School campus, or on any School trip. For example, at break times and lunchtimes, in Chapel, the Refectory or Homework Club.
- 12) The following situations are all examples of behaviours that would result in a Behaviour Mark being issued:
 - a) Being late for registration three times in a week
 - b) Failure to register (or to sign in if late)
 - c) Repeated uniform offences
 - d) Failure to attend a departmental detention
- 13) A Behaviour Mark requires the teacher to:

- a) Inform the Head of Key Stage that a behaviour mark needs to be issued
 - b) The Head of Key Stage will inform the pupil that s/he has a behaviour mark and will be required to attend a lunchtime detention at the next available opportunity (Monday or Thursday). In some individual cases, there will be reasonable adjustments and/or interventions as necessary.
- 14) Three Behaviour Marks within one term requires the Head of Key Stage to give a Friday Detention.
 - 15) Other more serious behavioural offences may result in the immediate sanction of the Friday Detention.
 - 16) Failing to attend a lunchtime detention without good reason or failing to behave in an appropriate manner during a lunchtime detention will automatically lead to a Friday detention.
 - 17) If a member of staff has concerns about a Sixth Form student's behaviour, they should challenge it and contact their Form Tutor. The Form Tutor will discuss the issue with the student and take appropriate action.
 - 18) If poor behaviour is repeated, the Form Tutor should refer it to the Director of Sixth Form who will take appropriate action, which may include the use of School sanctions.
 - 19) Serious instances of poor behaviour will be dealt with using the School's Behaviour Policy.
 - 20) Some very serious behavioural offences may be referred to the Head of Pastoral Care, the Deputy Headmaster or Headmaster. For example, but not exhaustively:
 - a) Absconding from school premises without permission
 - b) Failure to attend lessons or other School activities without permission
 - c) Being removed from a lesson for extremely poor behaviour
 - d) Abusive or threatening behaviour, including the use of foul or discriminatory language, whether directed or undirected
 - e) Possession or abuse of alcohol / drugs / tobacco or illegal material of any description such as weapons or fireworks Intentional actions which could cause serious injury or damage to persons or property
 - f) Theft

The Uniform Mark

- 21) Any offence of the School uniform code as contained within the Code of Conduct for Pupils will lead to the immediate sanction of a Uniform Mark.
- 22) This sanction may include confiscation of the non-uniform item until the end of the School day. (See separate note on Confiscation below.)
- 23) A Uniform Mark requires the Teacher to:
 - a) make an entry in the Record of Uniform Marks.
 - b) inform the pupil that he / she has a Uniform Mark.
 - c) confiscate the offending item immediately (if necessary), put it in an envelope or bag as appropriate, labelled with the pupil's name, and send it to the School Office, where the pupil may collect it at 4.00pm. (See Confiscation below).

- 24) The Form Tutor will monitor the Record of Uniform Marks. Three Uniform Marks will require the Form Tutor to record a Behaviour Mark.
- 25) Breaches of the School uniform code by Sixth Form students should be politely, yet firmly challenged by Teachers. They should ask that students remove any items that infringe the uniform code, if practicable. If this is not practicable (e.g. the removal of non-compliant trousers), they should email the pupil's Form Tutor with details.
- 26) If a student repeats the offence, their Form Tutor should be informed. They will record the offence on PASS and ensure that the student understands that they must adhere to the uniform code in future.
- 27) If a Sixth Form student persists in breaching the uniform code, their Form Tutor will alert the Director of Sixth Form. They will meet with the student and reinforce the School's expectation that they adhere to the uniform code. If they do not do so, the Director of Sixth Form will apply School sanctions and contact the pupil's parents, to ask for their support in this matter.

Lunchtime Detention

- 28) This will take place on a twice weekly basis in HU5 from 12.55 pm until 13:15pm. Teachers will supervise this Detention according to a rota.
- 29) Pupils are placed in Lunchtime Detention when they have received a Behaviour Mark (see above).
- 30) A list of pupils who are to attend Lunchtime Detention is drawn up by the Head of Key Stage and made available to the supervising teacher. Individuals who are to attend Detention will also receive a "pink slip" as a reminder.
- 31) The supervising teacher is to take a register of pupils attending the Detention using Pupil Events in PASS. He / she should also ensure that all pupils are adequately supervised and provided with tasks as appropriate.
- 32) The Lunchtime Detention is a sanction, not an opportunity for the pupil to catch up on missed work. Therefore, pupils will not be allowed as a rule to do their own work. A selection of suitable tasks will be made available for those attending Detention.
- 33) The supervising teacher should take note of unacceptable behaviour during the Detention e.g. late arrival, not settling to work, disruption. Notes may be entered against the pupil's name in the Detention register in PASS Pupil Events.

Friday Detention

- 34) This will take place on a weekly basis in HU6 from 4.05pm until 5.05pm. Three Behaviour Marks in a term will lead to a Friday Detention supervised by the Heads of Key Stage on a rota basis.
- 35) Individuals who are to attend Detention will also receive a "blue slip" as a reminder.
- 36) The supervising Head of Key Stage is to take a register of pupils attending the Detention using Pupil Events in PASS. He / she should also ensure that all pupils are adequately supervised and provided with tasks as appropriate.

37) Friday Detentions will appear on the pupil's record within PASS and will be communicated to parents in the termly Report. In addition, the Head of Key Stage will write a standard letter home, explaining the Friday Detention. The Head of Key Stage may also place the pupil on Report, for one week in the first instance, during which time his / her activities will be monitored. The Form Tutor will check and sign the Report on a daily basis as will parents. The Head of Key Stage will meet the pupil at the end of the Report period to discuss the Report. If necessary, the pupil's Report period will be extended.

Deputy Headmaster's Detention

38) If a pupil is given a third Friday detention in a term it will result in a Deputy Headmaster's detention instead. This will be led by the Deputy Headmaster and will take place in his office for a period of one hour.

39) The Deputy Headmaster is to take a register of pupils attending the Detention using Pupil Events in PASS. He should also ensure that all pupils are adequately supervised and provided with tasks as appropriate.

40) Deputy Headmaster's Detentions will appear on the pupil's record within PASS and will be communicated to parents in the termly Report.

41) In addition, the Deputy Headmaster will write a letter home, explaining the Deputy Headmaster's Detention. The Deputy Headmaster will also place the pupil on Report, for one week in the first instance, during which time his / her activities will be monitored by the Form Tutor.

42) The Deputy Headmaster will meet the pupil at the end of the Report period to discuss the Report. If necessary, the pupil's Report period will be extended.

Prefect's Mark

43) If a Prefect witnesses a behaviour offence, s/he should be able to refer the matter to the Form Tutor of the pupil via the Director of Sixth Form.

44) The Prefect should not enter into conversation or debate with the pupil. He / she should establish the pupil's name (if not known), then simply point out the inappropriateness of the behaviour and say that he / she is referring the behaviour to the Form Tutor.

45) The Prefect him/herself will not decide the punishment, but simply refer the behaviour to the Form Tutor or Head of Key Stage.

Very Serious Behavioural Incidents

- 46) There are very few very serious behavioural incidents at The Peterborough School but were any such incident to occur, such as swearing, rudeness, physical and verbal threatening or actual aggression, which may include refusal to obey an instruction regarding such matters, the following action will be taken:
- 47) The pupil will be issued with a 'red card' and sent directly to the School Office, accompanied by another pupil. The pupil should be provided with work to complete, as well as writing materials, as appropriate.
- 48) The Head of Key Stage or a member of the Senior Leadership Team should be contacted and will be in attendance as soon as possible. In the meantime, the pupil should wait outside the School Office, or as directed, and get on with the work provided.
- 49) The attending member of staff will speak to the pupil, investigate the matter thoroughly and decide on an appropriate course of action and sanction if necessary.
- 50) If the sanction involves a temporary or permanent exclusion, the Headmaster will see the pupil. If a lesser punishment is appropriate, the, Head of Pastoral Care or Deputy Headmaster will see the pupil.
- 51) In the case of a temporary or permanent exclusion the decision will be communicated to the pupil in the presence of her/his parents or guardian and the Deputy Headmaster. If no parents or guardians are available, the Form Tutor will accompany the pupil.
- 52) There are fixed procedures for dealing with bullying which are laid down in the Anti-Bullying Policy

Most recent review date: 01/06/19

Next review date: 01/06/20

Reviewed by: Deputy Headmaster, Head of Pastoral Care