

# **Chiswick & Bedford Park Preparatory School**

## **Behaviour and Discipline Policy**

### **Aims and Expectations**

At Chiswick and Bedford Park Preparatory School (“the School”) it is a primary aim 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. This 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 school rules, but the primary aim of the Policy is not a system to enforce rules. 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 children fairly and apply this Policy in a consistent way.

This Policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the School community.

The School rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This Policy is designed to promote good behaviour, rather than merely deter anti-social behaviour. The focus is placed upon the behaviour rather than the child. e.g. “that was an unkind thing to do” rather than “you are an unkind girl”. We look for the possibilities of praise after the reprimand to encourage more positive behaviour.

### **School Rules**

All children are made aware of the Chiswick and Bedford Park ‘Golden Rules’ that pupils are expected to follow. These rules were discussed and agreed by the School Council. These rules are displayed in the hallway and are discussed in class PSHE time and in whole school assemblies.

#### **Our Golden Rules RESPECT**

We are kind and helpful  
We treat everyone with respect  
We act sensibly and safely  
We listen to one another  
We are polite



At the beginning of each academic year, each class discusses and agrees these rules and they are then displayed in the classroom. Class teachers refer to these rules to remind members of their class of the expected standards of behaviour.

## **Rewards**

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

- Teachers congratulate children;
- Work is displayed on the wall;
- Teachers give children house points;
- Pupils are sent to the Headmistress to commend them for outstanding work or behaviour;
- Each week a child from each class receives the “star award”;
- Each ‘star’ receives a certificate in the whole School assembly and is given the star badge to wear for a week;
- At the end of each term we nominate children for achievement badges in different areas of the curriculum and different areas of school life;
- We also recognise children’s achievements in areas such as music and sport by presenting certificates and trophies in assembly; and
- ‘Dojos’ are used as a reward system for Reception and Year 1.

The School acknowledges all the efforts and achievements of children, both in and out of School.

## **Sanctions**

The class teacher discusses the School rules with each class. In addition to the School rules, each class also has its own additional classroom rules, which are agreed by the children and displayed on the wall of the classroom. In this way, every child 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 during ‘circle time’ or the PSHE lesson.

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.

We make every effort that sanctions are applied calmly, firmly and consistently. Quiet reprimands are often more effective than public ones, although we recognise the need to ensure that the child in question does not find the individual attention rewarding rather than punitive and that the other children see that action is being taken and sanctions are being applied. The safety of the children is paramount in all situations.

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Teachers in our School do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child



is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.

The School does not tolerate bullying of any kind. Measures are in place to prevent bullying (see *Anti-bullying Policy*) and we do everything in our power to ensure that all children attend School free from fear. If we discover that an act of bullying or intimidation has taken place, we act immediately to deal with it and to stop any further occurrences of such behaviour.

**Lower School** behaviour management steps to follow (visuals in the classroom to support understanding of pupils):

1. First verbal warning
2. Second and final verbal warning
3. Child sent to another classroom
4. Involvement of Headmistress
5. Communication with parents
6. Behaviour monitoring plan agreed by parents, child, class teacher and Headmistress.

In extreme cases, the initial stages 1-3 may be omitted and the Headmistress and parents are informed of behaviour immediately.

**Upper School** behaviour management steps to follow:

1. First verbal warning
2. Second and final verbal warning
3. Child sent to another classroom
4. Involvement of Headmistress
5. Communication with parents
6. Behaviour monitoring plan agreed by parents, child, class teacher and Headmistress.

In extreme cases, the initial stages 1-3 may be omitted and the Headmistress and parents are informed of behaviour immediately.

### **Monitoring Behaviour**

The class teacher keeps a record of all incidents involving behaviour by logging them on CPOMS. The Designated Safeguarding Lead will be involved, as appropriate. The school maintains a 'Serious Sanctions Log Book' which is kept in the school office. The Headmistress must always be informed.

### **Extreme Behaviour**

If the behaviour is so disruptive that it causes actual or potential harm (emotional and/or physical) to staff and/or pupils, the parents will be called and asked to remove their child immediately. (*Refer to our safeguarding policy*)

### **Exclusions**



The School reserves the right to give fixed-term exclusions to individual children for serious acts of misbehaviour. For repeated or very serious acts of extreme behaviour, the School may permanently exclude a child. Both these actions are only taken after the parents/carers have been notified.

The School reserves the right to exclude a child whose conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School.

Temporary or permanent exclusion is at the discretion of the headmistress.

### **The role of parents**

The School works collaboratively with parents, so children receive consistent messages about how to behave at home and at 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 child's welfare or behaviour.

If the School has to use reasonable sanctions to punish a child, parents are expected to support the actions of the School. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Headmistress. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented (see *Complaints Procedure Policy*).

### **Covid-19 Addendum**

This addition has been added to the Behaviour Policy to include the unprecedented time at school from 1<sup>st</sup> June 2020 when children return to school (except those of key workers who have been at school during the pandemic) for the first time since 20<sup>th</sup> March 2020.

The Policy above shall still apply with the addition of the following:

### **Arrival and departure to/from school**

On arrival at school, children should leave their parent/carer at the designated point outside and walk in single file to their classroom. They should maintain an appropriate distance from any other child in front or behind them. If they have a bag this should be hung on their peg after they have taken out any items for the school day such as water bottle, hat and snack.

Once in the classroom, children in Nursery, Reception and Year 1 should wash their hands with soap and water at their classroom sink.

At the end of the day, children should collect their bag from their peg and put their personal items in it. They should then line up and wait for their teacher to dismiss them to their parent/carer at the designated point. Once outside school, they should leave the area as soon as possible to help avoid congestion.



## **School hygiene**

Children will be instructed to wash their hands for at least 20 seconds using soap and warm water. They will do this on arrival at school, after playtime, after using the toilet and before eating any food. They will also be advised on using hand sanitiser (located in every classroom and at key locations within the school building).

Posters will be on display around the school reminding children how to wash their hands and teachers will remind children regularly about this requirement.

Children should not use the school fountains to fill up their water bottles or to drink from (they will be sealed off until further notice) and they should NEVER share any water or food.

Children will be reminded of expectations regarding sneezing, coughing and disposal of used tissues. In line with the ***“Catch it, bin it, kill it”*** message, shown on posters in every classroom, and avoiding touching their mouth, nose and eyes. Children should try not to cough near another child.

## **Socialising at school**

The School is following government guidance on class sizes and social distancing. Children will remain in their groups at all times during the day, including playtimes and off-site activities. Children will not be allowed to visit other classrooms or mix with any child outside of their group.

During playtimes, children will not be allowed to have any soft toys or equipment which can be shared such as sand or small plastic toys. If larger items of play equipment are used, they must be cleaned appropriately between uses.

Children will be taught that they should try to maintain a ‘safe’ distance between them and other children at all times. Teachers will reinforce this message before playtimes and at the beginning of the week.

## **Moving around school**

Children will be guided to walk in single file at all times and to maintain a ‘safe’ distance between them and other children. Wherever possible, children will go out to the playground through the fire escape door in their classroom (RW and 1H). These classes will go out to play first then 1F and RS will follow behind them. Children should be asked if they need to go to the toilet before playtimes to avoid unnecessary indoor access during their playtimes. Each class will play in either the front or the back playground and children will be told that they are not allowed to go to the other playground. Children will play in the same playground at all times. At the end of playtime, a teacher will ring the bell and classes should line up in single file as directed by the supervisor.

Form 6 will enter and leave their classroom via the fire escape steps outside their classroom. They will use the gate near the bins.

All classes will be instructed that they are not to go anywhere else in the school building apart from the classroom, toilets and playground.

## **Toilets**



Children must always ask permission from their teacher to go to the toilet. There should never be more than 2 children at a time in the toilets. Children will be shown the markings outside the toilets where they must wait for a free toilet. They should maintain their 'safe' distance whilst waiting. Once they have finished in the toilet, they **MUST** wash their hands with soap and water before going back sensibly to their classroom.

### **Social behaviour amongst peers and sanctions**

All children will be reminded about the rules of kind behaviour towards another pupil. Whilst coughing near someone can occasionally be unintentional, it is **NEVER** acceptable behaviour to spit or cough deliberately at or towards another person. Such behaviour will result in Mrs Adams and parents being informed.

At CBPPS we believe that children should be rewarded for good behaviour and this will continue to be the case with our weekly star award, house points and dojos. However, in these exceptional and unprecedented times, and in order to maintain the highest health and safety of both the children and our staff, we will take any breach of this policy very seriously and will notify Mrs Adams and usually the child's parents.

