

## **Introduction**

The purpose of this policy document is to define the principles and aims of the development of good conduct at The Ladies' College, Melrose and The Ladies' College, Pre-Preparatory and to provide a framework which;

- promotes consistency in school planning and school practice.
- facilitates development and change.
- informs new staff, pupils, governors and the wider community.

This policy was reviewed in Trinity Term 2016.

The next review will be in Trinity Term 2017 and triennially thereafter.

This policy should be viewed in conjunction with the Anti-Bullying Policy and the E-Safety Policy.

## **Principles**

School is a microcosm of society and rules are necessary for the smooth functioning of a school and the safety of the pupils.

There is a progression from externally imposed discipline to self-discipline.

## **Aims**

- To work in partnership with parents.
- To help pupils recognise and adopt socially acceptable behaviour.
- To promote a positive self-image and self-esteem by the encouragement of respect for themselves, for others and for property and for the fostering of a caring environment.
- To guide children towards eventual self-discipline by encouraging them to increasingly take responsibility for and accept the consequences of their actions.
- To encourage self esteem by giving praise, positive comments, stickers and house points and by giving experiences of success by having realistically high expectations.

## **Strategies:-**

### **Strategies for the Development of Good Conduct**

- PSHE is used to develop and reinforce general behaviour and to encourage children to begin to take responsibility for their own actions.
- Pupil self-esteem is encouraged by giving praise, positive comments, stickers and house points amongst many other positive strategies for good behaviour.
- Positive behaviour is encouraged by using the Jenny Mosley Golden Rules (linked to PSHE/Circle Time/Golden Time as a basis).

### **Strategies for coping with behavioural problems**

- Minor issues are usually dealt with by form teachers or other members of staff where appropriate. Each issue is dealt with on an individual basis.
- In the Pre-Preparatory and the Preparatory Department incidents of unacceptable behaviour are dealt with by referring the child to the 'Golden Rules' and if necessary by moving them away from the cause of the problem for a few minutes.
- In the Preparatory Department girls will be given a verbal warning. If the bad behaviour continues she may be given a yellow card as a more formal warning. If the behaviour persists, she may be given a red card which would signify the loss of 'Golden Time'.
- In the Junior Department, the 'card' system in Preparatory Department is continued and developed, in order to provide a structure to support the girls' organisation and taking responsibility for themselves. The girls may receive a 'yellow warning', which is simply just a way of recording a warning, for not completing homework without a note from parents, substandard homework, forgetting PE kit or for an issue with behaviour. If the issues continue, after two yellow warnings, a red warning will be given. This will result in a ten minute loss of playtime, talking through the reasons behind the warnings and how we can work together on improving with the Head Teacher. These warnings only last for two weeks and then 'the slate is wiped clean.'
- Where there is a serious concern regarding the behaviour of particular pupils staff will be informed with a notice on the staff room white board. Subsequent events involving that child will be recorded on Incident Report forms thus allowing staff to identify emerging patterns of behaviour. The incident report forms will be reviewed termly and destroyed if considered to be no longer relevant.
- Issues of an ongoing nature that are disruptive and or consistently failing to reach our levels of expectations are discussed at staff meetings with other members of staff or at other times.
- Major issues. Teacher should go to the nearest available member of the Senior Leadership Team to deal with the situation.
- Any child on medication should be documented and all staff made aware in case the medication affects the child's behaviour.
- At lunchtime any incident or bad behaviour should be reported by use of an incident report form by supervisors to the senior lunch time supervisor, who will inform the class teacher immediately after lunch break. In potentially serious or controversial cases the Head Teacher should be informed immediately.
- If property is damaged intentionally, the parent may be asked to reimburse the school for a replacement at the discretion of the Head Teacher.

- In instances of repeated poor behaviour which may either endanger the child or other children or have a long term detrimental affect on the education of other pupils, exclusion, either temporary or permanent, may be considered. This decision would be taken in consultation with the Principal. (See Exclusions.)
- Confiscation – mobile ‘phones, jewellery etc. which are confiscated must be made available to the pupil at the end of the day on which it was confiscated. Confiscated belongings should be handed to the school secretary and may be collected at the end of the school day.

## **Exclusions**

Circumstances in which internal, temporary or permanent exclusion may be appropriate include:

- Smoking, drinking alcohol or possessing, using or supplying banned substances while in College or engaged in official College activities.
- Theft.
- Deliberate damage of property or acts of vandalism.
- Malpractice in examinations.
- Bullying.
- Offences which actually, or potentially, damage the good name and reputation of the College. For example, rudeness, deliberate use of bad language, unbecoming behaviour in College uniform, disobedience, deceitful, selfish, dangerous or anti-social behaviour.
- Criminal offences not already outlined above.
- Persistent failure to meet specified academic targets for progression.
- Deliberate breach of school policy/rules and regulations including being off College premises, without permission, during school hours.
- Biting.
- In instances of bad behaviour that may endanger the child or other children e.g. biting, the matter is referred to the Head Teacher who may decide it is appropriate to send the child home for the remainder of the day.

## **Rewards**

The general practice of classroom management provides many opportunities for rewarding girls on a daily basis:

Verbal praise; written remarks about good behaviour or work. In the Pre-Preparatory Department they use ‘Wow’ moments.

In the Preparatory Department stickers may be awarded for good behaviour or work. Girls may also ‘move up’ on a ‘flying high’ display in the classroom.

In the Junior Department House Points may be given for work or as a reward for exceptional conduct or assistance. House Points can be indicated directly on the girl’s work or in the Homework Diary and are then recorded by the

Class Teacher. Once awarded House Points will not be taken away.

House points awarded to individuals during the week contribute to a 'House Total' which is announced in assembly. The 'House' with the most points flies a house colour flag on the Melrose flagpole for a week. House points are also awarded for team House events e.g. House Sports. Cumulative totals are also used to decide the 'House of the Term' and 'House of the Year'. The 'House of the Year' is awarded a cup on Speech day which is collected by the House Captain.

In the Junior Department 'Star of the Week' certificates for good work or behaviour may be awarded in assembly. Classes also use a variety of reward systems to encourage teamwork and working together as a class.

### **Whole School Expectations of Behaviour**

Rules will be kept to a minimum and explained to the children on a regular basis.

1. To follow 'The Golden Rules'.
2. Remember to walk quietly around the school.
3. Show good manners.
4. Play safely with consideration to others.
5. Before school and at playtime remember – one blow on the whistle means stand and listen to the teachers instructions.
6. Playground equipment is not to be played on before the morning bell or after school.

SEE APPENDIX 1

Guidelines for Lunchtime Staff

### **Class Rules**

Class rules are kept to a minimum and explained to the girls on a regular basis.

'The Golden Rules' apply in the Preparatory Department, Pre-School and the Lower Juniors. Posters of 'The Golden Rules' are displayed.

We are gentle  
We are kind and helpful  
We listen  
We are honest  
We work hard  
We look after property

Upper Junior girls and teaching staff work together to agree their own rules and define expectations for good behaviour. These are based on 'The Golden Rules'.

### **Staff guidelines to support our expectations of behaviour throughout the school day**

#### **Before School**

- The teacher on duty will allow pupils in at 8.30am and will supervise them in the hall until they go to their classrooms to start school at 8.40am.

### **Corridors, Cloakrooms and Stairs**

Quiet, orderly behaviour in the corridors and cloakrooms is encouraged at all times. Pupils should move quietly around the school.

Girls should walk up and downstairs in single file, in a quiet orderly fashion.

Girls using the staircases must walk in single file on the left and take care at all times.

### **Assembly**

All pupils should maintain silence whilst entering and leaving Assembly.

### **Classrooms**

Children in the Junior department stand when a visitor enters the classroom and also when another teacher enters to take a lesson.

Pupils are not allowed to write on whiteboards or smartboards unless the teacher is present and has given permission.

Pupils are not allowed to open windows unless supervised by an adult.

Pupils are not allowed mobile phones or personal ipads / devices in class. Phones may be left in the school office for safe keeping during the day.

### **Break**

- At playtime one blow on the whistle means stand still and listen to the teachers instructions.
- Girls should play safely where they can be seen by a teacher.
- Girls are not allowed to play on the banks, swing on the trees or stand on the benches in the playgrounds.
- At break girls go outside, immediately, weather permitting.
- Any girls wishing to re-enter the building must request permission from and report back to the teacher on duty.
- No girl should be in the building without supervision at break.
- If Junior girls are late by 5 minutes they must remain in the Preparatory playground.

### **Phoning Home**

Pupils may not phone home when they have forgotten something. Exceptions are made only if the reputation of the school is compromised e.g. musical instruments needed for a concert outside school or P.E. kit/equipment for an outside commitment.

### **P.E. Changing**

P.E. changing is supervised by P.E. staff or class teachers in the Junior department. This should be done quickly and quietly.

Pre-School and Preparatory department girls are supervised by their class teacher.

### **Lunchtime (see Appendix 1)**

- Good table manners are encouraged at all times.
- At lunchtime one blow on the whistle means stand still and listen to the supervisors instructions.
- Girls should play safely where they can be seen by a supervisor or teacher.
- Girls are not allowed to play on the banks, swing on the trees or stand on the benches in the playgrounds.
- At lunchtime all girls go outside, weather permitting.
- Any girls wishing to re-enter the building must request permission from and report back to the teacher on duty. No girl is allowed in the building without supervision at lunchtime.
- Girls are only allowed to play on the fallen tree and climbing frame when specific permission to do so is given.

#### **After School**

- Playground equipment is not used after school. Signs are placed to remind parents and carers that the playground equipment can only be used under the direct supervision of a member of staff.

#### **Bullying (Please See Anti – Bullying Policy)**

We recognise that bullying can occur in many forms all of which can have a profound effect on the victim.

Issues of bullying and peer pressure are addressed generally in PSHE sessions.

We are always vigilant in the playground and classrooms so that we notice if any girls are unhappy, worried or appear to be isolated and can take action if necessary.

Specific concerns over bullying may be brought to our attention by parents or girls themselves.

Each issue is dealt with on an individual basis.

We take great care that whilst we address the perceived behaviour and situation we differentiate between first hand observation and reported behaviour.

Practical age specific strategies are presented to children in PSHE lessons.

#### **Strategies for Assessment/Recording**

- All staff and in particular EYFS staff, observe the social development of the girls in their care in order to identify any behavioural difficulties and make early referrals to the relevant health professionals.
- We undertake an ongoing informal teacher assessment by discussion throughout the year.
- Termly pastoral briefings to all teaching staff with additional items on the general staff meeting agenda when and if necessary.
- Working in partnership with parents.
- IEPs when appropriate.
- Kidscape Incident report forms are kept in the staffroom to assist in the identification of developing patterns of behaviour.

## Strategies for Reporting

- Comments are made on reports or during regular parent/teacher meetings.
- Members of staff communicate with parents by letter, phone or discussion.
- If there is a serious problem the form teacher and/or the Head Teacher arranges an interview with the parents.

## Resources

Badges – Prefects, Librarians, Sports Monitors, School Council and general Monitors.  
Certificates, House Points, Stickers. Posters, Flying High Boards, Marble In Jars,  
PSHE, Assemblies, Circle Time, Kidscape Incident Report Forms.  
Appendix 1 Guidance for Lunchtime Supervision, Friendship Bench.

# **BEHAVIOUR and DISCIPLINE POLICY** **APPENDIX 1** **GUIDANCE FOR LUNCHTIME SUPERVISION**

## General

- At lunchtime all girls will go outside, weather permitting.
- A first aid bag should be worn by at least one of the supervisors in each playground.
- One blow on the whistle means stand still and listen to the teacher's instructions.
- Girls should play safely where they can be seen by a teacher.
- Girls are not allowed to play on the banks or behind the sheds, swing on the trees or stand on the benches in the playgrounds.
- Trainers must be worn on the Junior Trim Trail in the winter months.
- Any girls wishing to re-enter the building must request permission from and report back to the teacher on duty. No girl should be in the building without supervision at lunchtime.
- If a member of staff requests that certain named girls come in on occasion, then the relevant information should be sent in writing to the supervisor in charge who will then inform the other supervisors.
- For regular occurrences, such as choir, a 'standing order' should be given to the supervisor in charge on a termly or yearly basis including a list of names of girls in the choir or orchestra.
- Girls should be encouraged to behave well at all times. Inappropriate language should be discouraged e.g. '*be quiet*' is more polite than '*shut up*', swearing e.g. *damn* is not allowed.
- In case of a fire alert or fire drill, the catering staff in the kitchen should take the lunchtime registers with them as they leave the building.
- If any girls leave school or arrive at school during the lunch break, they should sign in on the sheets in the office.
- All lunchtime supervisors must be aware of allergies or other relevant medical information. They should check the Medical Notice Board in the staffroom on a regular basis.
- Any accidents or bumps, particularly those involving head injuries must be immediately reported to the supervisor in charge who will inform the teacher on duty, usually a member of the Senior Leadership Team.
- Any accidents happening at the end of lunchtime should be reported directly to the class teacher.

- Accidents requiring First Aid should be recorded on an accident report form which can be found in the file in the staff room.

## **Lunch**

- Good table manners are encouraged at all times. This applies equally inside the hall or, in summer, in the garden.
- Lunch should be eaten in a quiet, calm environment.
- Girls should be gently encouraged to eat their lunch but never forced.
- If a particular girl does not eat her lunch or frequently leaves a certain item, the class teacher should be informed quietly by the lunchtime supervisor and the teacher will decide what action, if any, to take.
- Girls should not talk and eat at the same time.
- Only water is allowed at lunchtime. Fruit juice or squash is not allowed
- Girls are not allowed to drink out of bottles but should have water in a tumbler, poured from a jug.
- Water bottles are allowed in the playground but girls should drink water from them and not sip continuously.
- Drinking yoghurts are not allowed as they are not conducive to good manners. If any other items appear that give cause for concern then the supervisors should have a word with the class teacher who will raise the matter at a staff or co-ordination meeting.
- Discipline should be firm and consistent with no raised voices.
- Staff should always aim to lead by example
- Lunchtime supervisors should have access to a reward system e.g. Stickers for Preps and House Points for Juniors. In accordance with school policy these can only be positive and never negative, Therefore House Points and Stickers cannot be taken away.
- If a Preparatory Department girl behaves badly, she should first be given a verbal warning. If the bad behaviour continues she may be given a yellow card as a more formal warning. If the behaviour persists, she may be given a red card which would signify the loss of 'Golden Time'. In this instance class teachers must be informed. In the Junior Department, girls are given an initial verbal warning. If the behaviour does not improve, class teachers are informed and sanctions applied at their discretion.

## **Patrolling grounds at Lunchtime**

- The supervisor in charge will patrol between the two playgrounds and inside the building on a regular basis each day.
- Staff in the Junior Playground should ensure that all areas are patrolled regularly. Possibly one patrolling the Trim Trail and the other playground and front lawn.
- Staff in the Prep Garden should regularly patrol the climbing frame, other equipment and the woods.
- If any hazards are encountered, then a hazard form must be completed and handed to a member of the Senior Management Team or to the Office.

## **Fire Drills and Procedures in case of Fire**

- Fire Drill, detailed in the Health and Safety Policy, must be followed.
- If pupils are in the school when the bell goes, they are to proceed straight outside into the garden and line up in classes, before proceeding to the Junior playground. Those who have given permission for a girl to come into school, usually to visit the toilet, must check to see if she is in line, if she hasn't reported back. Girls who are in school on the request of a teacher are the responsibility of that teacher.

**In accordance with other policies relating to all staff**

- Mobile phones should not be used when in contact with children. Phones may be left in the staffroom for safekeeping.
- The Melrose Dress Code should be adhered to. Staff should be smartly dressed. Low cut tops and thin strappy tops are not deemed appropriate. Nor are flip flop sandals, for health and safety reasons.