



Caversham Preparatory School

Policies and Procedures

203 Behaviour Policy

Behaviour Policy

Including those in the EYFS (Early Years Foundation Stage)

Rationale

It is a primary aim at Caversham Preparatory School to have a Behaviour Policy to promote good behaviour effectively amongst our pupils. We want and expect every member of our School Community to feel 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. The School Behaviour 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, and is happy, safe, and secure.

Expectations

The Proprietors expect:

- Every member of the School Community to behave in a considerate way towards others.
- To treat all children fairly and apply this behaviour policy in a consistent way.
- To help children to grow in a safe and secure environment, and to become positive, responsible, and increasingly independent members of the school community.
- To reward good behaviour, as we believe 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.
- This policy must be read in conjunction with other related school policies – below.

School Rules

- The class teacher discusses the school rules with their class.
- The class teacher negotiates class rules with their class to encourage ownership.
- If there are incidents of anti-social behaviour, the class teacher will discuss these with the whole class and/or the child/ren involved, in the first instance.

The Caversham Prep Code of Conduct

- The Code of Conduct is visible throughout the school and is referred to daily in class and in assemblies.
- The Code of Conduct is discussed and understood by the children in all classes at the start of the academic year ensuring that every child in the school knows the standards of behaviour that is expected in our school:
- **Be a good role model**
- **Be respectful and kind**
- **Be confident and take risks**
- **Try your best and persevere**
- **Take responsibility for your actions**
- **Believe in yourself**



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Rewards

- We acknowledge all the efforts and achievements of our children, both in and out of school. These are celebrated in whole school assemblies and may include achievements for music, sport, art, and drama.
- We distribute house points or 'gold coins' to children either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school
- We present a Star of the Week certificate to celebrate achievement and positive behaviours.

Sanctions

To ensure a safe and positive environment, the staff employ a number of sanctions in the event of pupils' misbehaviour. We employ each sanction appropriately to each individual situation. For example:

- Not listening in lessons: we ask them either to move to a place nearer the teacher, or to sit on their own.
- Not trying their best in all activities: we may ask them to redo a task.
- Disruptive behaviour in class: we move the child away from the rest of the class for a time until he/she calms down and is in a position to work sensibly again with others.
- If a child's behaviour endangers the safety of others, the class teacher will stop the activity and prevent the child from taking part for the rest of that lesson.
- If a child threatens another pupil, the child will be escorted immediately to the Head Teacher.
- If a child repeatedly acts in a way that disrupts or upsets others, the Head Teacher will contact the child's parents and seek an appointment to discuss the situation, with a view to improving the behaviour of the child.
- **The school does not tolerate bullying of any kind.** If we discover that an act of bullying or intimidation has taken place, we will act immediately to stop any further occurrences of such behaviour and follow our [Anti-Bullying Policy](#).

The Proprietors confirm that no corporal punishment of any kind is used or that children are threatened with corporal punishment at Caversham Preparatory School. The prohibition of corporal punishment: [The Education \(Abolition of Corporal Punishment\) \(Independent schools\) Regulations 1989](#).

Register of Sanctions

- The school keeps a variety of records of incidents of bad behaviour. The class teacher records minor classroom incidents. If a pattern is emerging, the Head Teacher will take steps to deal with it.
- The Head Teacher records those incidents that a teacher discusses with him/her.
- The Head Teacher records those incidents where a child is brought to him/her on account of bad behaviour.
- Break and lunchtime supervisors will report any playground incidents to the teacher in the first instance.



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- If the class teacher thinks that it is a more serious incident, he/she will advise the lunchtime assistant to give written details of the incident in the Incidents Folder and the teacher will report this to the Head Teacher, who records the incident.
- The school has a Sanctions Register for serious misbehaviour which includes the nature and date of the offence and the sanction imposed.
- The SMT monitors the register regularly to identify patterns of behaviour.
- If a pattern emerges for one or a group of children, strategies will be discussed and implemented to deal with the findings.

The Role of the Head Teacher

- It is the responsibility of the Head Teacher to safeguard all of the children in the school.
- It is the responsibility of the Head Teacher to implement the School Behaviour Policy consistently throughout the school.
- It is also the responsibility of the Head Teacher to ensure the health, safety, and welfare of all children in the school.
- The Head Teacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.
- The Head Teacher records all conversations about a child's behaviour that a teacher has spoken to them about.
- The Head Teacher keeps records all reported serious incidents of misbehaviour.
- The Head Teacher will contact parents where necessary.
- The Head Teacher will follow the school's protocol to take disciplinary action against pupils who are found to have made malicious accusations against staff. Please refer to the allegations against staff section of the [Violence Against Staff Policy](#) for further details.

The Role of the Class Teacher

Class Teachers must use their professional judgement when dealing with their class's behaviour.

- It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time.
- The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.
- The class teacher treats each child fairly and enforces the classroom behaviour code consistently.
- The teacher treats all children in their class with respect and understanding.
- If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner.
- If misbehaviour continues, the class teacher seeks help and advice from the Head Teacher.
- The class teacher liaises with external agencies, if such advice has been sought, to support and guide the progress of each child.
- The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent, informally, if there are concerns about the behaviour of a child. The class teacher must inform the Head Teacher that they have spoken to the parent.



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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 expect parents to support their child's learning. 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 behaviour.
- If the school has to use reasonable sanctions to manage a child's behaviour, parents are asked 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 and then the Head Teacher.

Sanctions for Recurrent or Extreme Behaviour

Please also refer to the School's [Exclusion Policy](#)

- Hurting another child deliberately, physically will not be tolerated, no matter the provocation. The child will be asked to be removed by the parents for a number of days, depending on the severity of the incident and whether remorse is shown.
- Ditto, hurting another child by any sort of bullying when monitoring is already in place.
- If all strategies fail to sort the problem, including a Behaviour/Emotional Individual Plan, support from the SENDCo or intervention of outside agencies (if appropriate), a written warning will be given of possible permanent removal from School.
- If there is a second digression that is deemed severe by the Head Teacher in consultation with the staff, Chairman, and the child's parents, then permanent removal will be imposed.

Staff Behaviour

Please refer to the [Staff Code of Conduct](#).

Reporting to the Board

The Head Teacher will keep the Board informed if there is any child in the school who is not following the School's Behaviour Policy or has been involved in an incident where the incident has been physical, swearing, bullying or cyber-bullying. There is a Safeguarding 'Standing Item' at every Board Meeting.

Appeal

There is an Appeals Process that can be accessed by parents if they feel they or their child has been badly or inappropriately challenged and dealt with. Details are available in the School's Exclusion Policy and the Complaints Policy and Procedures.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Staff Code of Conduct
- Anti-Bullying Policy
- Equal Opportunities Policy
- Inclusion Policy
- Exclusion Policy
- Special Educational Needs Policy
- Complaints Policy and Procedures
- Violence Against Staff Policy

Quoted Legislation and Guidance

- [The Education \(Abolition of Corporal Punishment\) \(Independent schools\) Regulations 1989](#)
- [Independent School Regulations \(S. 1, Part 3, Para 9\)](#)

Review Schedule

This policy is reviewed by the Head Teacher annually or if needed to respond to a situation. Changes to this policy are reviewed approved by the Board of Governors at their next meeting.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	Historical Updates	June 2013 (V2), June 2014 (V3), June 2014 (V4), Aug 2015 (V5), Aug 2016 (V5)
N Williams	Dec 2020	Update relating to Code of Conduct
Board of Governors	April 2020	Review and Approval
N Williams	Sept 2021	Review Board Approval Sep 2021
J Lawson	August 2022	Review of Behaviour Procedures in consultation with the Acting Head Teacher before the start of the Autumn Term 2022. Some minor changes in recording incidents have been implemented Board Approval Sep 2022