



## **HARVINGTON PREP SCHOOL & The EYFS**

### **BEHAVIOUR AND DISCIPLINE POLICY**

At Harvington Prep School we encourage and build on good behaviour; we do this through praising children, the awarding of house points and through our recognition of a good citizen in our annual citizenship awards. Our assemblies have themes of ‘good behaviour’ and this is imbedded into our curriculum: our PHSE programme and lessons such as English and drama, lend themselves to constant reminders to children of their duty as a good citizen. Our School Motto (Vincit Omnia Veritas) reinforces the importance of truth, encouraging ethical and moral self-discipline.

The children are expected to conduct themselves with decorum at all times. This is an expectation beyond lessons in the classrooms to the hallways, the dining room, the gym and the playground. This also extends to activities off site where the girls are expected to be ambassadors for the school. Indeed, we hope that the girls apply these principles outside of school life. These high expectations are known to the girls and promoted by all staff at the school. Our golden rules are displayed in each classroom and regularly discussed in lessons and assemblies. In the EYFS, these rules have been simplified to be more accessible to younger children.

The school recognizes the transition of children from our Early Years to our main school, the transition from one class to another and the transition from our Prep School to Senior Schools can be a time of worry for children and a time for good behaviour to slip. We minimize this by having an induction at the end of a year group for children and teachers to familiarize themselves with one another. We have an official handover session from one teacher to another in order that pupil information is shared. We have personal safety and travel safety talks with our older girls in order to prepare them for the more independent aspect of senior school.

Our PHSE lessons help the children to recognise what triggers negative behaviour and aims to support them with coping strategies. They are taught that all their feelings are valid but the physical manifestation of these feelings needs to be appropriate. Children are regularly reminded that we have a worry box, where it is and its purpose.

Instances of poor behaviour, failing to complete homework or rudeness will be dealt with by the form teacher in the first instance, and then reported to the headmistress, if appropriate. The form teacher is responsible for the good behaviour monitoring during their contact with the girls in class and any specialist teacher reports to the form teacher accordingly. Any physical intervention from any member of staff within the EYFS and the main school, will be recorded and the parents will be informed the same day or as soon as is practicable. Form teachers record any issues of concern on the children's individual profiles. Any negative behaviour that becomes a pattern is recorded on a central pupil incidents register.

Any incidents of concern in the playground that a teacher on duty wishes the headmistress to know about will be recorded in a 'Playground Incidents' log, kept in the staffroom. The headmistress will see any girl whose name appears there. Girls' names will be recorded if:

- The teacher on duty feels that whilst they have intervened / spoken to children regarding any 'behavioural concern', the teacher is still not satisfied that their intervention has been effective
- The teacher on duty has had to warn any child / ren more than once for the same issue
- The teacher on duty has observed any issue, as defined in the anti-bullying policy, that constitutes to 'bullying'

Disciplinary action will generally be taken which aims to explain the consequences and reinforce positive response. A pupil may be put "on report" and their parents notified of the reason and procedure. Other sanctions such as loss of house points, time out or removing of privileges may be applied. Children with Special Educational Needs and disabilities or who are classed as having EAL and cannot access the language appropriately, will be treated on an individual basis and reasonable adjustments will be made in order to consider their individual case.

If the Headmistress feels that the matter needs to be reported to parents, or if their help is being sought to support a change of behaviour, a telephone call or letter requesting a meeting will be sent. Minutes of such meetings are filed in a pupil's record but are not passed on to a future school.

Corporal Punishment is not used or threatened anywhere in the school, including the EYFS. The person responsible for behaviour management and for advice to staff within the EYFS is Jane Wallace and the person responsible for the Prep school is Anna Evans.

In cases of serious misconduct a pupil will be recorded in the Record of Serious Disciplinary Offences held by the Headmistress in order to identify patterns and may be suspended from school for up to five days. A pupil may only be excluded following a recommendation from the full governing body. Serious offences, as deemed by the headmistress, that relate to regular bullying (physical, emotional, racial, gender related, cyber use), physical fighting or inappropriate sexual behaviour are likely to be punishable by a fixed term or permanent exclusion. These examples are not exhaustive, and in particular the headmistress may decide that removal or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the school may be taken into account. Such serious misconduct is recorded in the Record of Serious Disciplinary Offences log held by the headmistress in order to identify patterns.

Any pupils found to have made malicious accusations against staff will be subject to disciplinary action after discussion with the chairman of governors.