



GATEHOUSE SCHOOL

BEHAVIOUR MANAGEMENT POLICY

AIM

Our expectations of behaviour and code of conduct are based on respect, accountability and concern for others. We feel they promote a sense of community and collective responsibility within the school. In having a code of conduct we hope to ensure the health and safety of the children whilst providing a happy and stable environment for staff and pupils.

Gatehouse School aims to promote the highest possible levels of personal conduct and academic achievement. The guiding principles of respect, accountability and concern for others encourage the development of self-discipline, personal integrity and mutual tolerance whilst instilling the view that with opportunity comes responsibility. We adhere to Christian principles, but we are an inclusive community and welcome pupils from a wide variety of faiths, ethnic, and social backgrounds. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

EYFS

This policy sets out the behavioural expectations for the whole school including the EYFS. Whilst these are common principles and all children, wherever possible, are made aware of their actions and are encouraged to be responsible for them, there cannot be firm and rigid measures in place for very young children. Within the EYFS all children and all cases will be dealt with individually. At all times we look to recognise and praise good behaviour to reinforce expectations. Our priority at all times is to ensure that there is a happy and productive atmosphere in our Early Years department.

These are the guiding values for every child:

Respect	<i>Be honest - do not cover up the truth</i> <i>Respect others and their property – do not waste or damage things</i> <i>Care for the environment – keep the school tidy</i> <i>Respect yourself – look smart at all times</i>
Accountability	<i>Work hard and try your best – do not waste your or others' time</i> <i>Listen to people – do not interrupt</i> <i>Be organised and on time for lessons</i>
Concern	<i>Be gentle – do not hurt anybody</i> <i>Be kind and helpful – do not hurt people's feelings</i> <i>Be thoughtful – treat others as you would like to be treated</i>

RECOGNITION OF POSITIVE BEHAVIOUR AT GATEHOUSE SCHOOL

- Positive achievement and behaviour are regularly praised by all staff at Gatehouse.
- At each Friday's assembly, all staff members commend two children for achievement, effort or kindness in the preceding week. All commendations are recorded in a book.
- When Lower & Upper Junior children have received five commendations, they will receive a certificate.

- Within the EYFS teachers look to praise positive behaviour through the use of a range of appropriate strategies.
- Certificates are awarded for achievement in Spelling, Reading and Tables.
- Outstanding work and effort is also recognised with a Recognition of Excellence postcard which is presented by the Headmistress.

EXPECTATIONS

- Promote the well being of the individual and the school community.
- To encourage the development of personal independence and responsibility.
- To promote the creation of an atmosphere conducive to learning.
- Our school is opposed to discrimination on the grounds of gender, race, religion or sexual orientation. We believe that such discrimination is contrary to justice and equality and undermines respect and co-operation amongst individuals.
- This school is opposed to any form of open or concealed racism or racist behaviour.
- All pupils in the school have the right to be treated equally, regardless of ethnicity, religion or gender.

CODE OF CONDUCT

- All members of the school community are expected to respect others, as well as all school property.
- All pupils are expected to work hard, be polite and well behaved at all times.
- All children should be in clean full uniform at all times including games kit for games. All clothes should be clearly marked. No trainers, except for games, no make-up or nail varnish may be worn.
- Bubble gum and chewing gum should not be brought into the school. Parents will be required to pay for any damage to clothing or equipment caused by gum.
- We actively discourage children from wearing jewellery in the school. Earrings are particularly dangerous for swimming and sport. The school cannot be held responsible for any loss or damage to any jewellery brought into school.
- Watches are acceptable but if watches have an alarm setting on them they should not operate during lesson times.
- Electronic games, mobile phones, i-pods or toys should not be brought to school and the school is not responsible for the loss or damage of any toys or games brought to school.
- All children must be in school by 8.50am. Late arrival of pupils is considered disruptive to the teaching and learning of other members of the class. The names of those who are late will be noted.

AT GATEHOUSE WE WILL NOT ACCEPT:

- Fighting, rough play fighting, or any other dangerous play activities.
- Threatening behaviour, fighting, bullying. Any incident of bullying should be reported to the Headmistress. Children who premeditate bullying incidents or are involved in incidents of group bullying or who seriously bully another child may be temporarily excluded and their parents will be asked to come in and discuss the situation.
- Any instrument which could be used as an offensive weapon is not allowed in the school. This includes tools, penknives or any other sharp or dangerous instrument. If these were used to frighten or intimidate other children it will be considered bullying.
- Racist activities directed towards others, be they children or adults.
- Rudeness or bad manners to others be they children or adults.
- Deliberate disobedience, defiance of teachers or adults within school or on school outings.

- Abusive language anywhere within the school or on school outings.
- Repetitive hurtful name calling, referring to a person's religion, sexual orientation or disability.
- Vandalism or deliberate damage to equipment, parents will be expected to make good any such damage caused.
- Any deliberate damage or misuse of safety equipment and/or the breaking of safety rules.
- Stealing or damaging other peoples' property.
- Telling lies.
- Leaving the premises without permission at any time during the day.
- Poor punctuality.
- Taunting through social websites or so called cyber space.

HOW DO WE RESPOND TO UNACCEPTABLE BEHAVIOUR?

The majority of children successfully follow the school code of conduct.

- We encourage all pupils who behave in an unacceptable way to consider the effects of their actions and we hope that most problems can be resolved between the pupil and the class teacher or member of staff.
- For minor offences such as shouting, talking in class, answering back and disrupting quiet reading time there will be a verbal agreement made with the child. If a child breaks the agreement we will use appropriate sanction.
- The class teacher or member of staff should follow a set procedure. The pupil will be asked:
 - 1) what he or she has done.
 - 11) what needs to be done to put things right.
- The teacher or member of staff should tell the child what, if any, the punishment is and see that it is carried out. In case of repeated poor behaviour, parents may be asked to come in and discuss the matter so we can work together and sort out any problems.

WHAT SANCTIONS ARE USED AT GATEHOUSE

When children behave out of line from our code of conduct they must expect a response. They may be:

- reprimanded by the teacher.
- asked to work away from other children, possibly another class.
- kept in at break times, in a classroom supervised by a teacher.
- required to miss a specific activity such as school outings, swimming, games etc.
- asked to do extra work during break time or at home.
- sent to the Director of Pastoral Care or Headmistress.
- we may ask a pupil to remain at home for one or two days, after discussion with parents, if we feel their conduct warrants this rare response.

There is no corporal punishment at Gatehouse School.

ARRANGEMENTS FOR EXCLUSION

Exclusion from School, in accordance with the School Terms and Conditions, set out in the Parent Contract, may be a temporary withdrawal for a fixed term or a permanent exclusion. The Headmistress may, at his discretion after investigation to establish the facts, require parents to remove a child or he may suspend a child from School for a serious or persistent breach of this Behaviour Management Policy; and, if he considers that the child's attendance, attitude and commitment to learning, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and, in the reasonable opinion of the Headmistress, removal is in the School's best interests or those of the child or of other children.

Only the Chair of Governors and the Headmistress have the authority, after investigation and proper consideration, to exclude from School.

The following list is not exhaustive or exclusive but provides an indication of the sort of behaviour or offence that the School would consider serious enough to merit consideration of a temporary or permanent exclusion from School:-

- Drug abuse

- Alcohol and tobacco abuse
- Theft
- Bullying
- Physical assault/ threatening behaviour
- Fighting
- Sexual harrassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Any conduct that significantly harms the reputation of the School

Such incidents are recorded by the Headmistress or a designated member of the SLT.

Arrangements for Temporary Exclusion

1. A member of the Senior Leadership Team will provide to parents details of the breach of the School Rules or the particular incident and the basis for the decision to temporarily exclude.
2. In most instances it will be appropriate to hold a meeting with the pupil and parents concerned to provide an opportunity for the pupil and parents to comment on the allegation/offence and the evidence relating to it.
3. Depending on the nature of the offence, it may be necessary to temporarily suspend a pupil from School while the investigation is being carried out. Where appropriate the School will contact the Police or Social Services.
4. A formal letter to confirm the exclusion will follow within two school working days of the meeting and the subsequent decision to exclude, clearly stating:
 - The reasons for the exclusion
 - The date on which the excluded pupil is permitted to return to School
5. Temporary exclusion can be served in School or at home at the Headmistress's discretion and, depending on the circumstances and seriousness of the situation, usually range from one to five days' duration.
6. Work will be provided for the duration of any temporary exclusion.
7. Any pupil who has been temporarily excluded will be required to attend a re-entry interview with a senior member of staff on his/her return to School. Parents are welcome to attend this meeting where strategies for returning to normal school life, expectations for conduct and potential consequences for further breaches will be established and recorded.

Arrangements for Permanent Exclusion

The decision to permanently exclude a pupil from School is a very serious one. It is only made after a thorough investigation has been undertaken, all the evidence has been considered and other options have been exhausted.

This extreme sanction may be applied after a serious breach of the School Rules or Code of Conduct.

It may also be considered as a last resort in response to a history of behaviour such that allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the School. This may include:

- persistent disruptive behaviour;
- an unsatisfactory attitude and commitment to learning or academic progress;
- a pattern of poor attendance.

The same process for Temporary exclusion outlined in clauses 1-4 above will apply, with an additional formal meeting with the Headmistress.

The meeting will take place after the investigation has been completed; pupils and parents have had an opportunity to meet or speak with senior staff, including those who conducted the investigation, to hear details of the allegation/offence and the pertinent evidence and there has been adequate opportunity for the pupil and parents to provide any further evidence that may have a bearing on the final decision.

The Headmistress's objective is to establish all the relevant facts to allow him to reach a fair decision based on the evidence collated and, having regard to the standard of proof, i.e. on the balance of probabilities, to determine whether the pupil has committed a serious breach of the School Rules. Where a pupil is at risk of permanent exclusion, the option of a voluntary managed move to another institution could be considered.

In reaching the decision to permanently exclude, the Headmistress will review the evidence available, including mitigating and aggravating factors relating to the incident, medical or SEN considerations, the academic, extra-curricular and disciplinary record of the pupil concerned, representations of pastoral staff and a meeting with the pupils and his/her parents.

Parents should refer to the Schools Terms and Conditions, set out in the Parent Contract for details for the financial implications of exclusion.

Complaints Procedure

The School will act in a way which is fair in all circumstances when taking decisions to exclude a child. The review of disciplinary matters is governed by the Complaints Procedure. This is made available to parents on the School's website or on application to the Headmistress's Secretary. If the parents request a review by the Complaints Panel, the pupil may be suspended from School until the decision to permanently exclude or remove has been set aside or upheld. While suspended, the pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headmistress.

Exclusion for the Non-Payment of Fees.

This policy and procedure does not cover exclusions due to the non-payment of fees or supplemental charges, whereby, under the term of the Parent Contract, a pupil may be excluded at any time when fees remain unpaid.

GUIDELINES FOR PUPIL/TEACHER RELATIONSHIP

- 1: Teachers will not pick up a child unless injured or distressed.
- 2: Children should not sit on a teacher's lap except to be comforted.
- 3: No force is to be used in any physical contact i.e. pulling or pushing. In case of a distressed child who is being removed from a situation they should be carried or restrained where necessary for their safety and the safety of others.
- 4: Teachers will address children in a reasonable tone of voice and will not resort to shouting.
- 5: Teachers will not lose their temper with children.
- 6: Teachers should at all times be present and in control of their class. If control breaks down, they must immediately seek assistance.

Policy Name	Behaviour Management Policy	Last Review Date	January 2016 updated July 2016
Status	Mandatory ISI Handbook part 3, ISSR 9 and ISSR 34(3)(a)	Governors Review	March 2019
	Review every 2 years	Next Review	Spring Term 2021