

CRANMORE



Behaviour and Discipline Policy

Cranmore's mission is to be a Catholic school committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian Community.

Cranmore's values: Faith, Character, Community, Compassion and Intellect

This policy should be read together with the Child Protection Policy and Keeping Children Safe in Education document (September 2022).

Introduction

Cranmore has high expectations of all pupils and the staff share a collective responsibility to ensure that a high standard of behaviour is maintained in all areas of school life. It is central to the School's Mission Statement that all individuals within the Cranmore community provide for the needs of each other committed to the teachings of the Gospel. The purpose of the behaviour policy is to enable all members of the school community to share responsibility for creating an atmosphere that is conducive to a happy and successful school.

We aim to create a friendly, caring, calm and orderly environment in which the pupils can enjoy learning and effective personal growth can take place. We encourage our pupils to take a pride in our school and the local community.

In accordance with our duties under the Equality Act (2010), Cranmore is fair, non-discriminatory and does not put individuals or groups of people at a disadvantage. Where pupils have an identified special educational need or disability, reasonable adjustments are made for these pupils.

Policy Aims

- To create a school community which is a safe and a happy environment for effective teaching and learning to take place, based on high standards of behaviour, shared values and a clear understanding of the behaviour expected.
- To foster mutual respect and caring attitudes, where all achievements are acknowledged and celebrated.
- To help pupils develop a sense of self-worth and take responsibility for their behaviour
- To help them to grow into self-disciplined individuals with respect for self and others
- To manage pupils behaviour effectively by having a clear approach that is understood by pupils, parents and staff
- To set clear expected standards of behaviour and ensure children feel secure
- To encourage a partnership of shared responsibility for behaviour

Cranmore does not use or threaten corporal punishment

Lower Prep School

We have Golden Rules:

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Do listen to people
- Do be honest

Language Used to Support Good Behaviour

- Behaviour is a 'choice' and children are rewarded for making the right choices in their behaviour.
- Children are taught right from wrong, to understand systems of rules and laws, and to accept responsibility for their own behaviour, including their behaviour towards others.
- There is emphasis on positive behaviour, on 'catching children being good' and time invested in positive praise, rewards and celebration.
- Instructions given to children are simple and clear and explanations are always given of why something should be done. Negative language is avoided as far as possible but, when behaviour is unacceptable, it is made clear to the child that it is the behaviour and not the child that is disapproved of.
- Whenever possible, instances of unacceptable behaviour are used as learning opportunities to engage the child, or a group of children, in discussing what has happened, and what should happen to resolve the situation. This gives children the chance to become involved in setting the rules and boundaries for behaviour at Cranmore.
- Where possible adults should ignore unwanted behaviour, especially if it is not having a negative impact on the other children, and focus on the good behaviour of another child nearby, e.g. "Super sitting, S, you are holding that book beautifully R". When the child responds by then giving the desired behaviour, the adult should praise the child appropriately.

Rewards

- By listening and encouraging
- Offering specific praise
- By the awarding of merits and certificates
- Class rewards such as marbles in a jar
- Golden Time
- Sharing their special achievements with Head of Lower Prep
- Recognition at Golden Award assembly every Monday
- Recognition in whole school Assembly
- Written praise on child's work and in the School Chronicle
- Display of child's work in the classroom and around the school
- Celebrating achievements and milestones from home through use of 'WOW' moments
- End of Term Cups and Awards

Reflection Time / Sanctions

On occasions, Reflection Time / Sanctions may be necessary to ensure pupils are aware of behaviour that falls short of the excellent standard we expect.

Nursery and Reception

- A clear verbal warning given to the child with a reminder of the behaviour expected and emphasis on the child needing to make the right choice.
- All children's names are on the 'sunshine' display.
- If a wrong choice in behaviour is seen, a clear **verbal** warning is given to the child with a reminder of the behaviour expected and emphasis on the child needing to make the right choice.
- If a wrong choice of behaviour is made, child's name is moved off the 'sunshine' and onto the 'rain-cloud' and an explanation given. Child is taken aside for reflection time with an adult and then given time to make the right choice.
- If child continues to make wrong choice, name moved onto 'thunder-cloud' – child stays with adult for further reflection time and misses activity /break.
- At end of the morning / afternoon the child's name goes back to the 'sunshine' ready for a fresh start.

Year 1, 2 and 3

- When a child does not respond to positive requests for good behaviour we use the 'Traffic Light' system.
- All children's names are on the green traffic light displayed in the classroom.
- If a wrong choice in behaviour is seen, a clear **verbal** warning is given to the child with a reminder of the behaviour expected and emphasis on the child needing to make the right choice.
- If the right choice is not made, the child's name is moved off the 'green traffic light' and onto the 'amber light'. Child is taken aside for reflection time with an adult and then given time to make the right choice.
- If child continues to make wrong choice, name moved onto 'red traffic light' – further reflection time and child loses some of Golden Time / misses break to complete work.
- At end of the day the child's name goes back to the 'green traffic light' ready for a fresh start the following day.
- If a wrong choice in behaviour occurs during playtime, the child is asked to remain with a member of staff on duty and may miss some of lunchtime play.

Serious Incidents - For more serious incidents or one off incidents of poor behaviour, the staff concerned should raise the matter with the Head of Nursery / Head of the Lower Prep, who will decide on appropriate action. This may include:

- Loss of a break
- Time spent with the Head of Lower Prep
- A phone call to parents
- A letter of apology
- A meeting with parents
- Suspensions, internal or external exclusions

The Headteacher, who can impose the ultimate sanction of either internal or external exclusion for very serious offences or continuous repetition of offences, will be kept informed of any serious incidents.

Behaviour Management Plans

Where a child persistently behaves in a manner deemed to be inappropriate, it will be investigated fully to determine the cause. A record will be kept of where and when these episodes occur to see if there is a pattern emerging. Strategies may need to be put in place to avoid certain “triggers” that are causing the child to behave in a certain way. In consultation with parents an individual behaviour management plan may be introduced to ensure consistency of approach.

Cranmore staff work in partnership with parents to ensure best outcomes for all children.

Records must be kept current and up-to-date, to ensure that pupils transitioning year groups and other schools have a clear understanding of any previous behaviour issues.

Upper Prep and Senior School

Rewards

- By listening and encouraging/ offering praise
- By the awarding of merits and Upper Prep and Senior School certificates for 100/200/300 merits and this will trigger an email home
- Supermerits and distinctions (Senior School pupils) are rewarded to pupils who produce an **exemplary** piece of work or service. A supermerit/distinction is the equivalent of 10 merits
- Use of merits, certificates & awards including termly/end of year prizes/cups
- Through the House System
- Recognition at year group and whole school assembly and via the schools' social media platforms
- Written praise on pupils' work/achievements in the Chronicle
- Display of pupils' work around the school
- Half termly Headmaster Commendations
- Weekly edible treat for pupils in the Senior School who receive a distinction and not any B's
- Lunch time 'skip the queue card' for pupils in the senior school who gain the most merits in the preceding two weeks
- Colours are awarded in recognition of a pupil's ability
- Positions of responsibility

Sanctions

On occasions, reflection time / sanctions may be necessary to ensure pupils are aware of behaviour that falls short of the excellent standard we expect. These might include:

- a) **Cautions:** a pupil may be given a caution for poor organisation (O) or poor behaviour (B). The Caution is recorded in a pupil's Homework Diary and electronically within iSAMS. Parents are asked to monitor and sign their child's homework diary regularly.

Accumulation of such cautions will lead to the following consequences:

Sanctions (per half term)	
<i>2 x O</i>	<i>Tutor discussion with pupil and parents (if necessary)</i>
<i>2 x B</i>	<i>Break time reflection with a designated member of staff</i>
<i>3 x O</i>	<i>Head of Year lunch time detention and parents informed</i>
<i>3 x B</i>	<i>Head of Year lunch time detention and parents informed</i>
<i>4 x O</i>	<i>Consider a support card</i>
<i>4 x B</i>	<i>SLT lunch time detention and parent informed</i>

Departmental Action

Failure to hand in homework or to complete work to a satisfactory standard may result in a break or lunchtime detention held by the subject teacher/Head of Department. This information will be recorded on iSAMS.

Report Card:

A report card is issued to monitor behaviour and organisation and a support card it to monitor pupil academic progress; either is issued by a member of SLT at the request of the Class Tutor/subject teacher,

once the structures outlined above have been exhausted. At the end of the report card period, a copy is uploaded onto Wellbeing Manager (iSAMs) and SLT are informed of the outcome and the class tutor also informs parents.

- b) **Community Service task** - If a pupil behaves badly in the playground they may be given an extra task such as collecting litter, sorting out lost kit or tidying the library.
- c) **Serious Incidents** - For more serious incidents, for example, or one-off incidents of poor behaviour, the staff concerned should raise the matter with a member of SLT who will decide on appropriate action. Serious sanctions will be assessed and dealt with after discussion with the Head. These may include:
- Loss of a break
 - A letter of apology to be signed by the parent of the child
 - A meeting with parents
 - Being placed on Report for a week. This provides an opportunity to recognise responsibility for poor behaviour and consider ways of improving behaviour
 - Suspensions, internal or external exclusions

Class Tutors, Year Group Coordinators, Housemasters/ Housemistress and other parties involved will be kept fully informed.

- d) Informing the Headteacher, who can impose the ultimate sanction of either internal or external exclusion for very serious offences or continuous repetition of offences.

Serious sanctions are recorded in the Sanctions book kept in the Assistant Head's office.

Behaviour Management Plans

Where a child persistently behaves in a manner deemed to be inappropriate, it will be investigated fully to determine the cause. A record will be kept of where and when these episodes occur to see if there is a pattern emerging. Strategies may need to be put in place to avoid certain "triggers" that are causing the child to behave in a certain way. Cranmore staff work in partnership with parents to ensure best outcomes for all children. In consultation with parents, an individual behaviour management plan may be introduced to ensure consistency of approach.

Records must be kept current and up-to-date, to ensure that pupils transitioning year groups and other schools have a clear understanding of any previous behaviour issues.

Malicious Accusations Against Staff

Any pupil found to have made a malicious accusation against a member of staff will be subject to the school's most serious sanctions. The Headteacher and Deputy Heads will have been involved in the investigation and it is likely that the Chair of Governors and the Safeguarding Governor will also already be aware. The school will take direction and/or advice from the LADO and police as required. Parents and guardians will be kept aware of the matter with direction from appropriate authorities.

Senior School

Procedure to be followed when dealing with the use of alcohol

There are occasions when the use of alcohol between adults (e.g. staff and parents) on school premises in relation to various social or other events may be sanctioned. Pupils are not allowed to bring or consume alcohol onto school premises at any time, either for their own use or for the use of others. Any flouting of this rule must be reported to a member of staff and will be dealt with, by a member of SLT, on an individual basis. It will be regarded as a very serious offence and punished accordingly.

Procedure to be followed when dealing with smoking

The possession and/or use of cigarettes, e-cigarettes and vaping items are forbidden on school premises, school transport or off-site where pupils can be identified in uniform. Anyone disobeying this rule must be reported to a member of staff and will be dealt with, by a member of SLT, on an individual basis. It will be regarded as a very serious offence and punished accordingly.

Procedure to be followed when dealing with the possession of illegal drugs

It is against school rules to be in possession of illegal drugs or to be found to have brought these into school for personal use or for the use by another pupil. It is known and understood that either action may result in expulsion. Any drugs found in the possession of pupils will be confiscated immediately. Such confiscation should be witnessed by another adult as a defence against any accusation that the drug in fact belonged to the teacher or member of staff. A member of SLT should always be informed of drug possession on school premises. If the drug is handed to the police, the Headteacher is not bound by law to give the name or other identifying characteristics of the young person from whom the drug was taken. A school may maintain confidentiality over such matters. A record of the incident is to be produced by a member of SLT (with input from the staff involved) and it should be kept in the pupil's file. The Governors will be informed by the Headteacher.

Procedure to be followed when dealing with the possession of an illegal weapon

It is against school rules to be in possession of offensive weapons. Cranmore has a duty to protect pupils' health and safety. If a pupil is suspected of having an offensive weapon in their possession, the Headteacher and any authorised member of the school staff has the right to search that pupil. If a search reveals any 'offensive weapons or knives, or evidence in relation to an offence', the school must summon the police. The school has no discretion in this. (Section 45 of the 'Violent Crime Reduction Act'). This offence is punishable by exclusion.

Upper Prep and Senior School Code of Conduct

- Wait quietly outside classrooms until given permission to enter.
- Enter lessons on time, smartly dressed with all necessary equipment and stand quietly behind desks until asked to sit down.
- Sit down quietly and prepare yourself for the lesson.
- Put your hand up if you wish to ask or answer a question but do not interrupt.
- Sit correctly at the desk.
- Work in a satisfactory manner for the lesson and stop when told to do so by a teacher.
- Be ready to leave the class in an orderly and quiet manner at lesson change over time.
- Do not run in the corridors, keep to left, preferably in a single file. Move along the corridors quietly.
- Never go into another pupil's locker or desk. Lockers in all locker areas must be kept tidy and closed.
- Do not use the staircase in the reception area unless directed to do so. The atrium and reception area are not a thoroughfare.
- Mobile phones must be handed in at the office before school and collected at the end of the day. The consequence for using phones and other devices is a B and confiscation of the item. We will only return the items to parents.
- Pupils must not use cellular devices when at school, unless instructed to do so by a member of staff.
- Smartphones and smartwatches are not to be used on site.

Standards of behaviour expected of pupils at Cranmore:

- Show respect and courtesy for all members of the Cranmore community, for visitors and the school environment.
- Observe silence before, during and after assembly.
- Assemble outside the classroom in a quiet and orderly manner (Upper Prep School and Senior School).
- Walk in the corridors and on the stairs. Keep to the left.
- Observe good table manners in the dining room and show respect and politeness to the catering staff at all times.
- Travel to and from school in full school uniform (there may be exceptions following sports fixtures). Wear the correct clean clothing for all sporting activities.
- Observe the rules of the playground/ break time as laid down in the Handbook issued on entry to the Upper Prep and Senior School.
- At the end of the school day wait in the designated area in the car park (Upper Prep School and Senior School) or wait with a Class Teacher (Lower Preps).
- Permission to leave school during the school day should be directed in writing to the Class Tutor. Before leaving, pupils must always report to the office, inform the receptionist and be collected by a parent or guardian.
- Always sign in at reception if late to school.
- On hearing the fire alarm walk directly to the playground and assembly with the class.

Pupils may not:

- Attack any other member of the school community either physically or verbally.
- Enter another pupil's locker or desk.
- Run inside the building or enter the building during breaks unless the member of staff on duty has called a 'wet break', or they are attending an activity.

- Eat any food inside the building (except the dining room).
- Bring in any break time snacks other than fruit or sandwiches.
- Chew gum.
- Use an electronic device inappropriately e.g. recording, sending inappropriate messages etc.
- Use the telephone in the office without permission from a member of staff.
- Make malicious accusations against staff.

Any form of bullying will be viewed as a serious breach of school rules and will be dealt with accordingly.

The Role of the Staff

It is essential that all staff should be positive role models at all times for the pupils, for each other and for the school. Any issues or problems arising with pupils, other members of staff or parents should be discussed in private with the relevant member of staff, as laid out in the Staff Handbook.

The full support of all the staff is essential to ensure that the high standard of discipline laid down at Cranmore is maintained.

Most disciplinary issues will be dealt with by the Class Tutor, the Year Group Coordinator, the subject teacher or the teacher on duty (Refer to the Staff Handbook).

The Role of the Parent

The school rules are laid down in the Parents' Handbook, which is given to parents with all other 'joining information'. We request that parents read the handbook and support the staff in their endeavours to maintain high standards of behaviour and discipline. Should any problems of discipline arise, in the first instance the parent should address the matter to the Class Tutor. Serious issues should be addressed to the Deputy Head, the Assistant Head or the Head of Lower Prep who will inform the Headmaster if appropriate.

Physical Intervention

If a child requires any form of staff physical intervention, this should be recorded in the 'Physical Intervention' book. The information recorded states the date, time and details of what happened.

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