



BEHAVIOUR, REWARDS and SANCTIONS POLICY

This policy applies to the whole school, including the EYFS

INTRODUCTION

At St Piran's we pride ourselves on being a warm and friendly school and wish to bring out the best in every child in our care. We believe children and adults flourish best in an inclusive environment where every member feels valued and respected, happy, safe and secure. It is also important that each person is treated fairly with positive reinforcement, without the fear of being hurt or hindered by anyone else. In order to achieve this atmosphere, children are given clear, consistent boundaries and guidelines of acceptable behaviours, appropriate to the child's stage of development and individual needs.

St Piran's is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his or her place in the modern world.

This policy applies to all pupils in the school including those in our Early Years Foundation Setting (EYFS). There is a designated staff member responsible for behaviour management in EYFS.

CODE OF CONDUCT

St Piran's community of Governors, staff, parents and pupils adhere to an established routine and code of conduct.

St Piran's sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside St Piran's and in any written or electronic communication concerning the school. Parents are expected to support the school in managing expectations of behaviour and the provisions of this Policy, both at home and at school.

We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of school life. They should follow the school's expectations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

- The staff provide a positive role model with regard to friendliness, care and courtesy.
- Appropriate behaviour is encouraged through positive strategies, gentle encouragement and explanation.
- 'Reward and praise' are preferred to 'punishment and sanctions'.

- Children are supported in verbalising their thoughts and taught how to handle any conflict by helping them to find their own solutions in appropriate ways.
- Children are supported in knowing why their behaviour is unwanted and how to cope more appropriately.
- Appropriate methods are implemented to manage children's behaviour, for example, praise and positive verbal reinforcement.
- Positive behaviour is reinforced; poor behaviour should not receive an unequal amount of teacher time.
- Children will never be humiliated.
- Corporal punishment is never used or threatened.
- Voices are generally not raised.
- All rewards, incidents, concerns and observations are recorded on School Base. Persistent negative behaviour is monitored and recorded on School Base. Observations are used to help understand the cause alongside parental discussion.
- In Upper and Middle School, positive behaviour is rewarded with clan points and poor behaviour is recorded with a minus on School Base.
- Poor behaviour is also tracked and monitored on School Base for Pre-Prep.

Everyone has a right to feel secure and to be treated with respect at St Piran's, particularly the vulnerable. Harassment and bullying in any form will not be tolerated. Our Anti-Bullying Policy is on our website and in the Parent Handbook. St Piran's is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, or the fact that a child is adopted, looked after or is a carer.

St Piran's takes its duties under the Equality Act 2010 seriously and makes the appropriate and reasonable adjustments for pupils with special educational needs and disabilities (SEND) We will discuss and, if appropriate, set up an Individual Educational Plan (IEP) which will be implemented to support the child. By liaising with parents and other agencies, we will work together to resolve any behavioural issues.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole school community.

St Piran's reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed up to and including suspension/ exclusion.

INVOLVEMENT OF PARENTS AND GUARDIANS

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.

Parents and Guardians who accept a place for their child at St Piran's undertake to uphold the school's policies and regulations, including this policy, when they sign the Parent Contract. The Behaviour, Rewards and Sanctions Policy is on the school website and we expect all parents to read it and support the school with its aims and expectations. St Piran's values a close relationship with parents and encourages parents to work in partnership with the school to assist in maintaining high standards of behaviour both inside and outside of school. In particular, St Piran's expects parents to support the school's values in matters such as attendance

and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

St Piran's tries to build a supportive dialogue between home and school. In the event of any behaviour management issue the school will liaise closely with parents and, if relevant, other support agencies. St Piran's has a number of support systems tailored to meet the needs of all pupils.

If the school has to use reasonable sanctions to punish a child, parents should 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. If the concern remains, they should contact the Head of their child's phase group who will also discuss the concerns with the Headmaster.

St Piran's welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

Unexplained Absences

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations, and the school's Missing Child Policy.

Please note that it is the School's policy not to allow holiday to be taken during term time unless in exceptional circumstances, which can then only be approved by the Headmaster.

INVOLVEMENT OF PUPILS

St Piran's promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of school. At the beginning of a new academic year, each class in the school produces a set of class expectations or a Code of Conduct. In Nursery and Reception, these may be in the form of pictures. These are signed and displayed in the classroom for future reference. In this way, every child knows the standard of behaviour that is expected and decided by the children.

Our experience shows that the ethos of the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them for example; in assemblies, and during form time, Personal, Social and Health Education (PSHE) lessons, project work, drama activities, stories and literature and via the School Parliament, which meets regularly.

St Piran's will ensure that all new pupils are briefed thoroughly on the school's expected standards of behaviour, and we work closely with all pupils as they transition through the school, from the day they start at St Piran's to the day they leave.

WHOLE SCHOOL EXPECTATIONS

The whole school expectations are designed to encourage positive behaviour and self-discipline. The school expectations are set out below.

There is an expectations acronym displayed around the school as posters and hanging ties. It is also found as a designated page within the school Homework Diary for Middle and Upper School children. Each of the words represents the way the school desires each pupil to reflect upon the way they conduct themselves. During the school year, each word is focused upon in assemblies and PSHCE lessons.

The acronym is:

Safe

Trustworthy

Polite

Inspiring

Responsible

Achieving

Nurtured

Self confident

In the case of poor behaviour or conduct by a child or a group, both the code of conduct and expectations document can be referred to and reflected upon by the appropriate member of staff, depending on the age of the child/children involved.

Copies of the expectations are set out above and on the school's website, under Pastoral Care, and in the Parent Handbook and may change from time to time. Parents and Guardians agree, when signing the Parent Contract, that their child will comply with these expectations and that they will undertake to support the authority of the Head in enforcing these expectations in a fair manner that is designed to safeguard the welfare of the St Piran's community as a whole.

PROMOTING GOOD BEHAVIOUR

At St Piran's we promote, reward and encourage good behaviour.

Early Years

Each class has their own daily, ongoing reward system which is explained to the class groups at the beginning of the year. Examples are:

Nursery

- Rewards are mainly praise and thanks to instil intrinsic motivation.
- Whole class reward system given for all areas of development.

Reception

- Stickers will be an on-going, daily reward.
- Whole class reward system given for all areas of development.
- Weekly “golden book” award for children demonstrating the St Piran’s Learning Habits.

Lower School

Year 1

- Whole class reward system given for all areas of development.
- Stickers and stars or rockets for individual rewards.

Year 2

- Whole class reward system given for all areas of development.
- Daily smiley faces charts for individual records.

Reception and Lower School Major Awards

- Reception Trophy for a Star: demonstrating the St Piran’s Learning Habits.
- Golden Book Award – two pupils from each class are given a golden badge to wear for a week, to highlight an area of achievement for them.
- Trophies for a Year 1 and 2 Star: for demonstrating the St Piran’s Learning Habits, good effort or manners.

Middle and Upper school

- Assemblies: Achievement, ATL and clan.
- Director of Studies Award.
- Clan Point System – Citizenship, Concern Co-operation / Collaboration, Courage, Creativity, Curiosity, Empathy and Understanding, Enthusiasm, Excellent work, Helpfulness, Imagination, Independence, Initiative, Kindness, Organisation, Politeness, Contribution, Resilience, Risk-taking and Self-belief.
- Classes and subject teachers have a variety of reward systems in place.
- Cups and prizes – Conduct cup, Kindness cup, Clan cup etc.
- Clan Point winners’ outing.

SANCTIONS

It is hoped that pupils will respond to the school's positive encouragement. However, the school acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions reinforce school values and help the school to set boundaries and to manage unacceptable or challenging behaviour from pupils.

PRE-PREP SANCTIONS

The Head of Early Years is responsible for behaviour management in the Early Years and the Head of Lower School is responsible for behaviour management in the Lower School.

The class teachers in Early Years and Lower School are responsible for the sanctions of pupils in their classes. If other staff have cause to punish a Pre-Prep pupil, they will report the fact directly to the class teacher. Discipline may include:

- verbal warnings, with the action that will be taken,
- moving a child away from the group or to the side of the playground to watch for a short period of time
- individual behaviour charts to modify behaviour when necessary (these are shared and discussed with parents)

However, if further support is needed, the Head of Early Years, or the Head of Lower School will arrange to see the offender, with their parents, and administer a suitable punishment.

Sanctions may include:

- staying in for a short period during break
- having to hold the duty teacher's hand for a period of time
- spending a short time in another classroom, with another class
- having to sit away from other class members for a longer period of time (this should not affect the learning of the child being sanctioned.)
- writing an apology letter
- speaking quietly with the child about difficulties
- parents invited in by Head of Early Years or Head of Lower School to discuss behaviour with the class teacher.

All members of staff teaching the child will be informed of difficulties, particularly lunch time supervisors, for consistency. Parents are notified at the end of the session/day if their child has hurt another child, or if they have had an unsettled day. The parent of the child who has been hurt is also notified.

If there are matters of serious concern raised, they will be reported to the Headmaster as soon as possible.

In the course of a term, teachers will regularly discuss a pupil's progress with the pupil's parents. If, however, a matter of serious concern arises, this should also be reported to the Headmaster as soon as possible.

Where behaviour is significantly poor or inappropriate, the Head of Early Years or the Head of Lower School will report the incident to the Headmaster who will take appropriate action.

On the positive side, if a child has achieved something special during the day this is also shared with the parents.

MIDDLE AND UPPER SCHOOL

The following process undertakes to apply any sanctions fairly, reasonably and proportionately and, where appropriate, after due investigative action has taken place. Initially sanctions are sanctioned by the class teacher and may later involve the Phase Group Leaders, Deputy Head Pastoral and finally the Headmaster, in order. The process is noted below. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity.

Corporal punishment is illegal and is never used or threatened at our School. Examples of sanctions include:

- Verbal reprimand from a member of staff;
- An email to parents to advise of the misbehaviour and to discuss ways to move forward;
- Additional school work or repeating unsatisfactory work until it meets the required standard;
- the setting of written tasks as punishments, such as writing lines or essays;
- Detention;
- Withdrawal of privileges such as staying in at break;
- Confiscation of property that is being used inappropriately or without consideration;
- School based service or imposition of a task, under the supervision of a member of staff e.g. sweep the dining room.
- Report cards to reinforce the behaviour being monitored;
- Withdrawal from a lesson, school trip or team event;
- Suspension for a specified period, removal or possibly exclusion.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Teachers are responsible in the first instance for dealing with any infringements. Staff should always exercise firm but fair discipline in the classroom. Repetition of misbehaviour will be reported to the Phase Group Leader and to the pupil's Form Teacher and may lead to further sanctions.

CLAN POINTS – PLUSES AND MINUSES

Pupils receive a 'plus' Clan point for two reasons. Firstly, for performing helpful tasks around the school. These are generally given by staff for jobs such as tidying the classroom or collecting books etc, but they may also be awarded for finding an item of lost property or doing a particular duty very efficiently. These Clan points are awarded because a child has made a positive contribution to school through good citizenship or demonstrates they are following the school's expectations (listed above in acronym) in a positive way. Secondly, Clan plus points may be awarded for subject based work in line with the St Piran's Learning Habits. If a pupil has shown significant progress in a lesson, through involvement, written work, participation in discussion or debate and the teacher feels that an instant reward is most appropriate, a Clan point can be given. Staff record the Clan point on School Base. More generally in school-based work, effort, or lack of it, is reflected in the weekly Attitude to Learning scores given to each pupil in each subject. At the end of each term an outing is arranged for the 24 children receiving the highest number of Clan points. These are the 6 highest scores in each year group from Years 3 – 6. In addition, children in Years 3 – 6 receiving 45 Clan points or more will receive a round button badge, in their Clan colour, which they can keep in recognition of their achievement. Once children have received five button badges over a number of terms, they can be exchanged for a star-shaped badge in their Clan colour.

Pupils can receive a 'minus' Clan point for misbehaviour during non-lesson times, e.g. poor behaviour in changing rooms, in queues and waiting outside classrooms. He/she may only receive one minus Clan point for a particular offence. This offence will be discussed with the Class Teacher with a view to improving behaviour. If, in the opinion of a member of staff, the offence merits more than one minus Clan point, then action of a different kind must be taken.

The minus mark and the reason it has been given must be noted as soon as possible on School Base. Minuses and poor Attitudes to Learning are reported weekly to the Deputy Head. Records of verbal

warnings are also kept and appear on this report. For every three minus clan points given in a term, regardless of the number of pluses they receive, the child must report to the Deputy Head, who will take further action.

In practice, almost all pupils end the term with considerably more 'pluses' than 'minuses'. The system is intended to encourage the majority, while acting as a clear deterrent to those who cannot behave in a socially acceptable manner. Persistent offenders will be discussed at staff meetings and those who consistently accrue minuses over a term are sent to the Headmaster and parents will be contacted.

There is a log kept of positive incidents and those incidents that are considered more concerning recorded on School Base.

Any matters of serious concern raised, should be reported in writing to the Headmaster as soon as possible.

DISCIPLINE PROCEDURES FOR MORE SERIOUS INCIDENTS

There will be occasions for which a 'minus' is considered an insufficient or inappropriate punishment for a more serious offence.

Initially, the member of staff should report the incident to the Phase Group Leaders. If a resolution is not reached, the offence should be referred to the Deputy Head Pastoral if it is a behavioural matter, or, in the case of continued poor work, to the Director of Studies. They will then arrange to see the offender and administer a suitable punishment or programme of action. If there is more serious and direct conflict between pupils or between a pupil and a teacher (e.g. insolence or deliberately refusing to do work) the teacher should report the matter directly to the Headmaster or in his absence, the Deputy Head Pastoral.

VERY SERIOUS INCIDENTS – A WHOLE SCHOOL APPROACH

If, in a teacher's view, a very serious incident has taken place, it must be reported verbally to the Headmaster at the earliest opportunity so that appropriate action can be taken. A written report will be asked for by the Headmaster explaining exactly what happened. All attempts will be made to ensure that all information regarding the incident is gathered together.

The Headmaster will then speak to the parents, with or without the child present. Various sanctions are then possible with the ultimate sanctions of suspension, or even exclusion, being possible. Other agencies will be contacted and/or recommended as required.

If a child has made a malicious accusation against a member of staff, the Headmaster will investigate the allegation. From the results of this, appropriate action will be taken, including disciplinary sanctions if necessary.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with SEND or a particular vulnerability at a particular disadvantage compared to other children, in accordance with the School's obligations under the Equality Act 2010.

The School has a confidential central register (School Base) of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

Serious misbehaviour

All parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Head can impose for serious breaches of the school expectations, including but not limited to criminal behaviour. Examples of serious breaches of the school's expectations which may result in serious sanctions include:

- Drug abuse;
- Alcohol and tobacco abuse;
- Theft;
- Bullying;
- Physical assault/ threatening behaviour;
- Fighting;
- Sexual harassment;
- Racist or sexist abuse;
- Sexual misconduct including sexting;
- Damage to property; and
- Persistent disruptive behaviour;

Serious sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/ or warnings.

The School may be forced to exclude a pupil, or to require him/her to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective.

Allegations against staff

St Piran's takes its responsibilities for safeguarding extremely seriously. All members of the school community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate school policies and procedures, in particular the Safeguarding Policy.

Should an allegation made by a pupil against a member of staff be found to be malicious, St Piran's reserves the right to treat this action as serious misbehaviour by the pupil and manage that misbehaviour in accordance with this policy. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser, from the School, and that incidents may also be referred to the Police, where appropriate to do so.

Contextual safeguarding

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the school's Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The school will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

MISBEHAVIOUR OUTSIDE OF SCHOOL

On occasion, St Piran's may apply the provisions of this policy to misbehavior that occurs whilst pupils are outside the school and include:

- taking part in any activity organized by the school, or related to the school;
- travelling to and from school;
- wearing school uniform; or
- in some other way identifiable as a student of the school.

This is especially the case for incidents which could have repercussions for the orderly running of the school, or which may pose a threat to another student or member of the public, or where the reputation of St Piran's may be negatively impacted as a result of the misbehavior.

Serious misbehaviour outside of school will be dealt with in accordance with this policy.

USE OF REASONABLE FORCE

Procedures are in place for staff to follow where they have had to use force or control to restrain a pupil. These can be found in the School's Use of Force or Control to Restrain a Pupil Policy which is available via the School Office.

SEARCHING

All points listed below can also be found in the DfE's 'Searching, screening and confiscation advice for schools (January 2018)'.

St Piran's reserves the right to search pupils and their possessions.

The Headmaster, or a member of staff authorised by the Headmaster may search a pupil provided there is another staff member present as a witness. The school does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in school.

St Piran's will always consider the age of the child to be searched and any SEND or vulnerabilities the child may have before conducting the search, to decide whether any additional precautions or adjustments are needed, in accordance with the school's Safeguarding Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the pupil has in his/her possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in his/her possession any of the following items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs;

- Stolen items;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic or offensive images; or
- Electronic devices such as mobile phones.

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Headmaster (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Headmaster (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The school will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The school will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

CONFISCATION

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks, they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned by the school, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the school or disposed of.

Electronic devices

Where an electronic device is found during a search and that device is prohibited by the school, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the school may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required.

The school may also erase any data or files from the device if the school considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to

a criminal offence (for example, certain pornographic material), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, the school can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and may then punish the student in accordance with this policy, where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, the school will follow the procedures set out in the school's Safeguarding Policy.

TEACHING AND LEARNING

St Piran's aims, through its Teaching and Learning Policy, to raise the aspirations of all of its pupils and to help them to appreciate their potential for achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the school. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

COMPLAINTS

We hope that parents will not feel the need to complain about the operation of our Behaviour, Sanctions and Rewards Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage.

However, the School's Parental Complaints Policy, which applies equally in the EYFS setting, is on our website or is available on request through the School Office.

MONITORING AND REVIEW

St Piran's will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the school and to evaluate the effectiveness of this policy.

This policy is reviewed and updated at least annually.

Reviewed by: SMT and Head of PSHCE
Date : April 2019
Next Review Date: April 2020