

**BEHAVIOUR AND
DISCIPLINE POLICY
(REWARDS AND SANCTIONS)**

(This Policy is also applicable to the EYFS)



Policy updated: May 2011

BEHAVIOUR AND DISCIPLINE POLICY

It is the policy of the School to set high standards of behaviour which will support teaching and learning, by providing pupils with a framework of positive support and encouragement. The School also promotes values of diligence, acceptance of responsibility, regard for proper authority, honesty, courtesy, trustworthiness and sensitivity to the needs and views of others.

At Moorfield our first priority is to motivate each girl to work at her best level at the whole range of educational experiences we offer. This can only be achieved in a disciplined environment, where in classrooms and outside the buildings, girls behave in a friendly and caring way. Our emphasis is on the fostering of self-discipline and an understanding of the values necessary to living in a community where there is mutual respect between pupils and members of staff. In general we should expect a calm atmosphere and thoughtfulness for each other. School discipline is the responsibility of every member of staff. At any time and in any place, an incident of poor behaviour should be addressed by the teacher who sees the incident and the information reported back to the relevant Form Teachers. To do nothing gives tacit approval of the girl's action and encourages a repeat performance. Effective discipline depends on good teamwork. Lines of communication for the children may be established through a peer, the Senior 6 girls or any member of staff, as appropriate.

Moorfield aims to promote self-discipline and will deal with any behaviour which does not allow constructive teaching or learning or that which breaches the School ethos, either literally or in the spirit in which they are intended. Please refer to the Physical Restraint Policy for further details on when this is appropriate and the Anti-bullying Policy. There is no physical punishment used at Moorfield. Staff at Moorfield and in the EYFS must not threaten corporal punishment, nor use or threaten any form of punishment which could have an adverse impact on the child's well-being.

Positive behaviour is encouraged at all times through communication via Form time, Circle Time and assemblies. All pupils are made aware of what the expectations are. Parents would be informed. If poor behaviour continues the Head will apply suitable sanctions. The girl's Form Teacher will be kept informed and a record of the incident kept on the girl's file.

The School aims to support the management of behaviour by:

- making everyone aware of the School ethos
- the delivery of a comprehensive PSHE programme
- pastoral support and counselling
- whole School assemblies

Roles and responsibilities

The Head has overall responsibility for discipline within Moorfield, supported by the Deputy Head, Senior Management Team and teaching staff.

Rewards and Sanctions

Pupils are valued as individuals and their talents, interests and developing personalities recognised, acknowledged and appreciated.

The emphasis should always be on the positive approach of encouragement and praise, rather than on the more negative one of criticism and punishment. The School always tries to enhance a pupil's feeling of self-worth.

Rewards

- Verbal praise
- Ink stamps/stickers/house points as appropriate
- Star from Headmistress – followed by mention in assembly
- Incidents worthy of broader interest to be mentioned in the Weekly Update
- Special star award at the discretion of the Headmistress (metal badge to be kept permanently by recipient)
- Cups/Awards at the end of term prize giving
- Good Work assembly - this takes place every Friday and is a celebration of the week's achievements. Awards are handed out, silver stars read out and examples of good work admired.

Sanctions

- Teacher witnessing incident or receiving report of an incident of poor behaviour to deal with it. House points may be removed.
- In cases of a more serious nature:
 - the child will be sent to Headmistress (all relevant staff and Headmistress to keep in close liaison) – further visits may be appropriate the situation will be monitored. A brief report will be put in the social behaviour/discipline file in the Headmistress' office
 - parents may be called in if appropriate or informed of situation at the end of the day.
 - privileges – breaks, participation in non-essential events may be withdrawn at the discretion of the Headmistress
 - the most serious offences will be dealt with by the Headmistress and, in serious cases, may lead to exclusion.
- Pupils are to be made aware that good/bad behaviour may be commented upon in their annual reports.

- All incidents will be communicated by staff to the Form Teacher of the child/children concerned, who will inform the Headmistress, if there is any cause for concern.
- Other staff will be informed at the discretion of the Headmistress.
- Serious incidents of anti-social behaviour to be recorded on a record sheet in the Social Behaviour/Discipline file kept in the Head's room. A note would be made in each child's individual file – this will stay on file for the duration of their time in school.

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| <i>Drafted by:</i> | <i>The Headmistress</i> |
| <i>Date:</i> | <i>May 2010</i> |
| <i>Reviewed by SMT:</i> | <i>May 2010</i> |
| <i>Approved by Governors</i> | <i>June 2010</i> |
| <i>Reviewed by Head:</i> | <i>May 2011, no changes</i> |
| <i>The review to be initiated by:</i> | <i>The Headmistress</i> |
| <i>Next Review Date:</i> | <i>May 2012</i> |

In the last year there have no reportable disciplinary matters.