

FINBOROUGH SCHOOL  
DISCIPLINE POLICY AND STATEMENT, REWARDS AND SANCTIONS

**It is our aim to be a school that:**

- Respects and values all members of the school community
- Encourages and rewards good behaviour – please see Rewards Policy.
- Is fair to all
- Allows all to reach their potential
- Fosters a positive and happy atmosphere

In order to secure these aims we must have good discipline and order. Good discipline is really nothing more than encouragement to act in a manner that shows good manners and consideration to other people and their possessions. Therefore we aim to encourage and reward behaviour that is considerate and positive. We aim to discourage and correct behaviour that is negative, inconsiderate or impolite. Disciplinary action is designed to correct not to punish – although the concept of actions having consequences is important.

**Responsibility for disciplinary issues**

- **All members** of the school have a responsibility for their own behaviour.
- **All members** of the school community have a responsibility to take action if they know that the behaviour of a person or group is causing distress to others.
- **Members of staff** are responsible for monitoring standards of behaviour and for taking action when those standards may become unacceptable. Staff will have particular areas of heightened responsibility – in the classroom or boarding house for example but all staff are expected to take a proactive interest in behaviour in all areas of school life.
- **Within the EYFS setting the EYFS coordinators are responsible for behaviour management but are ultimately responsible to the Headteacher**
- **Senior Leadership Team** are responsible for whole school policy, intervening after the reasonable efforts of other staff have not resolved a disciplinary problem and for considering very serious cases that might merit fixed term or permanent exclusion.
- **Parents** have a duty to support the school in encouraging positive behaviour and assisting in changing unacceptable behaviour.

**Taking action to improve behaviour**

We wish to encourage all members of the school community to act and behave reasonably and make it easy for them to do so. Action is taken against those who are not behaving reasonably and to encourage them to modify their behaviour.

- The most common form of action is to make the person or group concerned aware that their behaviour is not acceptable and the reasons why it is not acceptable. In most cases doing this is all that is required to resolve the problem.
- Low level persistent issues such as uniform infringements, failure to complete prep work adequately, minor disciplinary issues should be recorded on the Behaviour Management spreadsheet in the staff shared area of the network. Form teachers and KS leaders can then spot patterns of low level problems and take action accordingly.
- Repeated minor infringements will result in a formal referral being made to the head of key stage and the imposition of school detention.

- Members of staff have the authority to impose short detentions at break or lunchtime (time to eat and go to the toilet must be allowed. These may be used to allow for extra time to talk to the person(s) concerned or it may be used to allow for completion of work or simply as an opportunity to allow the person(s) concerned to cool down or reflect on their actions. All such actions should be recorded on the Behaviour Management system.
- Letters of apology or small essays relevant to the issue at hand are appropriate for allowing the person(s) concerned to show contrition to others and to demonstrate that they understand what the problem was and why the behaviour was not acceptable. These must be **appropriate** to the **age** and **ability** of the person(s) concerned.
- **Form teachers** may decide to impose a form teacher short detention – this may be appropriate for a person with many minor referrals from other staff.
- **House staff** may impose short detentions in the boarding house. House staff need to be particularly aware of the need to communicate problems to the form teacher using the **Behaviour Management** system. They may also impose early curfew times and restrictions to boarding house.
- There will be a regular Senior School After School detention on Friday– this is run by SLT
- Headteacher detentions will be run on a Saturday morning by the Headteacher.
- Any serious incidents – severe bullying, extreme lack of respect, violent behaviour etc should be referred directly to the head of senior school or the head of prep school.
- **Staff and form teachers** may discuss with the relevant Key Stage Leader or head of senior or prep school putting a person on **report or behavioural improvement plan (BIP)**. This is a means of closely monitoring behaviour in class, in the boarding house and around the school in general. The report can direct staff to monitor and assess specific behaviour concerns and the report will be inspected daily by either form teacher or head of school. Parents will always be informed of such action. The length of time on report will vary, and pupils will have clear criteria to achieve before coming off report.
- The **Senior Leadership Team** may decide to deal with major issues by writing to parents, meeting with parents, imposing and monitoring conditions for remaining in the school, placing on close monitoring report, fixed term or permanent exclusions.

### Peer on Peer Abuse

Staff should be aware of the importance of:

- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- Not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- Challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

Any incidents of peer on peer sexual abuse will require a risk assessment to be completed

Accusations against staff will always be investigated fully (see staff disciplinary policy). If these are found to be malicious, the situation will be dealt with as a serious disciplinary incident by the Headteacher

Physical intervention/restraint will only ever be used a last resort to prevent a child from hurting themselves or others, it is extremely rare and will never be used by a member of staff

on their own, if physical restraint is needed it will always be reported to parents of the day of the occurrence and always within 24 hours.

Corporal punishment is not used or threatened ever at Finborough

Keeping parents informed of any significant disciplinary issues is important and the parent can be a great ally in the effort to change or modify behaviour. Where required a behaviour improvement plan will be created for a pupil and will if appropriate involve support from outside agencies.

All serious disciplinary incidents (Head's Detentions, Friday Detentions Internal Suspensions, Temporary Exclusions and Permanent Exclusions) will be documented by the Headteacher and reported to the Proprietors for review as part of their governance function.

## REWARDS AND SANCTIONS

This section pertains to the operation of our 'positive' behaviour management system designed to be effective, consistent and equitable across the school

Rewards and sanctions is an important part of ensuring good discipline at the school and recognising positive behaviour and achievements. Our approach set out below is designed to ensure consistency and high standards are considered alongside our responsibilities highlighted in the Equality Act 2010, particularly including reasonable adjustments being made for pupils with special needs or disabilities.

The following approaches relate to all children at the school (EY, Prep, Senior and Sixth Form). Complementing published policies and setting out our high expectations as part of a consistent approach that inspires our pupils.

### **Merits**

Merits are awarded for exceptional behaviour and contributions both in and out of lessons. Each member of staff is provided with twenty Finborough merit stickers each week, all of which have to be issued.

For our youngest children additional stickers will be used with five resulting in one Merit sticker being issued.

On a fixed day each week each class teacher (prep) and form tutor (senior) will record the number of merits achieved by each pupil.

All merits received contribute to the house (Churchill, Marlborough, Nelson) totals and go towards certification.

25 = Bronze

50 = Silver

75 = Gold

100 = Platinum

150 = Diamond

Certificates are presented in assemblies and are associated with an age specific VIP benefits.

The winning House at the end of each term will enjoy a treat.

Deputy Head Commendations and Headmaster's Awards will be awarded for achievements that are above and beyond the norm and deserves recognition and reward beyond house points

## **Behaviour Management System**

### Expected Behaviour

#### Lesson Behaviour Expectations

- Do as you are asked, when you are asked
- Listen carefully at all times
- Be smartly dressed in full uniform / sports kit (see uniform policy)
- Have everything you need for the lesson
- Hand in all homework on time
- Arrive to all lessons in good time
- Be polite and well-mannered at all times

#### Out of Lesson Behaviour Expectations

- Do as you are asked, when you are asked
- Move around the school calmly and quietly
- Be smartly dressed in full uniform / sports kit (see uniform policy)
- Do not eat outside the Dining Hall
- Be polite and well-mannered at all times

If a pupil behaves unacceptably in class the teacher will change BMS from green to yellow for that lesson and include a comment giving details.

If a pupil behaves unacceptably out of lessons the class / form tutor should be informed. They will ensure the BMS is updated for before / after school, break or lunch time.

### Unacceptable Behaviour: Consequence

A yellow should be assigned if a pupil exhibits any of the following behaviours

In Lessons	Out of Lessons
Repeated low level disruption to learning	Dangerous / excessive physical behaviour
Rude, disruptive or argumentative behaviour	Rude, disruptive or argumentative behaviour
Not having required equipment for the lesson	Sports bag not left in glass corridor
Not enough work done in class	Eating outside of the dining hall
Unacceptably poor presentation of work	Littering
Repeated incorrect uniform	No kit for sport / enrichment
	Poor behaviour in the Dining Hall

An immediate short Reflection / Detention may be appropriate with the class teacher if a yellow is awarded.

3 x Consequence = Friday Reflection / Detention (60 minutes) [on-going cumulative].  
Parents will be informed by phone and email.

Prep / Homework

If a pupil does not have their prep when it is due, they will have until the next morning before lessons start to get it to the teacher. If prep is not received after this it is late and the pupil will receive a 'blue'. Three 'blues' will not result in a Friday Reflection / Detention, instead pupils will be required to attend a minimum of five days supervised study (4:30pm-5:30pm) until they have five clear days with no late prep.

#### Unacceptable Behaviour: Friday Detention

If a pupil has behaved in any of the ways identified below the Deputy Head (Prep), Head of Lower Senior School or Head of Upper Senior School should be informed and they will decide whether the behaviour is 'red' update the BMS. Any repeated 'yellow' behaviour will result in a 'Red' as indicated.

In Lessons	Out of Lessons
Using a mobile phone	Causing thoughtless or deliberate damage to school / others property
Serious rude, disruptive or argumentative behaviour	Failing to help another pupil in distress
Unacceptable verbal comments towards other pupils	
Unacceptable physical action towards other pupils	

In the Senior School the Head of Lower School / Head of Upper School will decide whether a 'Behaviour Improvement Plan' (BIP) is required and will engage the relevant staff including Teachers, Head of Department, Form Tutor as required based on the specifics of each case.

Parents will be informed of all Reds and invited in for a meeting if a BIP is required.

Red = Friday Detention (60 minutes). Parents will be informed by phone and / or email.

#### BMS Reset

The BMS will be reset at the end of each term, cancelling cumulative yellows

#### Restorative Action

For some behaviour restorative action may be appropriate, at the discretion of the Deputy Head (prep), Deputy Head (Senior: Pastoral) or Headteacher

#### **Very Serious or Repeated Unacceptable Behaviour**

The Headteacher/Senior Staff will decide on the course of action to be taken in cases of very serious or repeated unacceptable behaviour. Appropriate action following published policy will be taken considering the particular circumstances and the balance of probabilities and always involve a meeting with parents and usually a BIP and/or a head teachers Saturday detention.

Finborough pupils are expected to adhere to and follow all school rules.

- Uniform policy and all expectations relating to appearance including hair, make-up and jewellery.
- E-safety policy and use of mobile phones and internet enabled devices. Pupils are NOT permitted to use their mobile phones within the school day unless directly supervised by a member of staff).
- No chewing gum.
- No foods containing nuts.
- No crisps, sweets or chocolates to be brought into school without prior permission.
- To remain inside the school boundaries.
- Pupils are not permitted to bring in dangerous items or weapons of any kind such as knives, blades or guns.
- No inappropriate public displays of affection.

### PUPIL TRANSITION

Finborough School recognises that pupil behaviour can be affected by new and unknown territory. Therefore we support our pupils through their transition stage from prep school to senior school. This transition is a gradual process which occurs throughout year 6 and involves visits to the senior school, lessons with senior teachers, visits from year 7 pupils back down to the prep school to feedback to prep school staff in a 'teach to learn' scenario. There is also a transition evening for parents and pupils which is presented by the head of the senior lower school and when possible includes the prospective year 7 teachers for the following year. The aim is to make the year 6 pupils feel as relaxed as possible about their move into the senior school and to reduce potential settling in worries.

Pupils transitioning from prep school to senior school will be provided with support and help with the introduction of transition/moving between classes during their first term in year 7.

### SEARCHING AND CONFISCATION

I Finborough School follows the DFE guidance (February 2014) for searching, screening and confiscating and highlights particularly that any searching either with or without consent must always take place with more than one member of staff present all of whom must be the same gender as the child being searched (see guidance attached)

We do not have or use any screening devices at the school

Staff can search pupils with their consent (see DFE Guidance)

The Headteacher and staff authorised by him have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks

- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
- to commit an offence
- to cause personal injury to, or damage to the property of, any person (including the pupil)

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Reason for Review/Amendments	Last Review August 2018
Details of changes	<ul style="list-style-type: none"> <li>• Policy reviewed to ensure current legislation and practices are included.</li> <li>• Policy updated with changes to staffing and responsibilities.</li> </ul>
Date of next review	Annual review August 2019 (Boarding / Pastoral Governace)

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
K Walmsley	Headteacher's PA / Admissions	Document Administration (non-academic staff)		