

Discipline and Positive Behaviour Policy	9 d
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Responsible for Initiating Review of Policy	Prep School SLT
Committee to Review	Prep School SLT
Last Review Date	November 2025
Review Period	Three years
Approved by (Committee and Date)	SLT
Approved by Board of Governors	
Effective Date of Policy	November 2025
Next Review Date	December 2028
Related Policies	Whole school – Behaviour (overarching statement) 9 c

Aims of Policy

We seek to create an environment in which children can develop self-discipline and self-esteem, in an atmosphere of mutual respect and encouragement.

We also seek to praise children whenever we can, and try to reward good and acceptable behaviour at all times. However, as in all settings, there is need for a basic framework of rules that govern the children's behaviour during their time here.

The Policy aims to recognise acceptable behaviour, to provide a range of responses to promote positive behaviour and to state the range of responses for those who do not act in an acceptable way.

Positive behaviour will be enhanced :

- Through themed assemblies e.g. 'thinking of others', courtesy, good manners etc
- Through assemblies – presentations, rewards, Bmarks, certificates (in school and out of school), star of the week, super stars, stickers, postcards home
- Through positive reinforcement of good, thoughtful behaviour and attitudes
- Through warm and open rapport between staff and pupils
- Through PSHE programme and planning activities specifically to address pastoral issues if they arise
- By staff modelling good manners and emphasising the importance of courtesy and consideration at every opportunity
- Through older pupils setting positive examples for younger ones (encouragement of 'family feel' through cross key stage contact)
- By using the Assistant Head Prep School to add weight to praise and recognition of good/improved behaviour, thoughtfulness
- Good communication between staff so that they support each other and discuss strategies for behaviour management in order to ensure that the children do not receive 'mixed messages'.
- By allowing the pupils the time and opportunity to talk to the adults in the setting
- By expecting older students to act as good role models
- By appointing School Prefects and House Captains

Unacceptable behaviour:

- all types of physical violence whether towards an adult or another child
- throwing objects
- causing deliberate damage to equipment and toys
- swearing
- hurtful remarks including those of a racist or sexist nature
- playing on outside equipment without staff supervision
- playing on the stairs or in the toilets

Dealing with Unacceptable Behaviour - Guidelines for Prep School Staff

- Verbal reprimand in first instance
- Inform class teacher as soon as possible

If behaviour problems become persistent, the following actions will be taken:

- Recurrence of unacceptable behaviour - pupil will be referred to Assistant Head Prep School
- Staff will discuss recurring behavioural problems with the parents/carers.
- Staff will develop a behaviour management programme for the pupil in question, using objective observations in order to establish an understanding of the cause.
- Staff will be aware that some kinds of behaviour may arise from a pupil's special needs or family circumstances e.g. attachment difficulties etc.
- Any strategies will be discussed and reviewed at regular intervals, in order to identify the level of success achieved, and to plan further strategies for the pupil as appropriate in consultation with the child's parents/carers.
- Withdrawal of privilege or other appropriate sanction may be used
- Pastoral slot in staff meeting used to inform and alert other staff of the situation and to enlist their support in monitoring the behaviour.
- Last resort would be exclusion, temporary or permanent (see Exclusion Policy)

Recording

All incidents are recorded on My Concern. Other members of staff alerted as appropriate (e.g. Teaching Assistants, office staff and peripatetic staff).

NB: It is understood that no part of the policy will be used in isolation; it is intended to be used as part of a dialogue with the individual pupil concerned and when necessary with their parents.

If any member of staff is concerned about how to cope with the behaviour of either an individual or a group or class of girls, advice and support can be obtained from the Assistant Head Prep School.

Rules and Guidelines for Pupils

- Be on time
- Treat others as you would want to be treated yourself
- Listen while others are talking
- Listen to and follow instructions/directions
- Allow others to learn successfully
- Keep your classroom clean and tidy up after yourself
- Manners matter