

Behaviour Policy

This Policy applies to the whole school, including the EYFS.

Ethos

At Davenies, we expect high standards of behaviour at all times. We promote an atmosphere where all members of the school are valued as individuals and where qualities of self-esteem, self-discipline and self-respect are developed. We believe that every boy has equal value and should have equal opportunities to achieve, within a safe learning environment.

The School prohibits the use of Corporal Punishment. Corporal Punishment is neither used nor threatened at Davenies.

Boys are taught and expected to be polite and show respect, consideration and good manners to staff, each other and themselves. Good discipline is maintained and supported throughout the school by positive reinforcement – a system of reward and praise for good work and behaviour. Confidence and self-esteem are developed through encouragement, incentives and rewards. Negative behaviour is dealt with in a sensitive and tactful way and boys are taught to understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour. Sanctions help to set boundaries and to manage challenging behaviour. However, we recognise that for those pupils who have SEN, learning difficulties and other specific needs reasonable adjustments will be applied. Staff will be fully briefed to this effect. In instances such as this, a clear record will be kept on the Davenies Manager Pastoral Log, which specifies where adjustments have been made.

At Davenies boys are expected to be ready to learn and to participate in school activities. They should attend school and lessons punctually and care for the buildings, equipment and furniture. The School expects pupils to behave at all times in a manner that reflects the best interests of the whole community, both inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the School.

In the event of continued breach of the *Behaviour Policy*, pupils may be referred to other outside agencies (such as Everlief or the Buckinghamshire Primary Pupil Referral Unit) to provide additional support to the pupil, parents and staff. This will always be done in consultation with the parents concerned. In the event of a pupil being asked to leave the school, the school will help to manage the transition to another educational establishment, providing support for both the pupil and parents, and liaise closely with the new school. A record is kept of the sanctions imposed pupils for serious misbehaviour.

The Davenies Code

At the centre of the *Behaviour Policy* (for the whole school) lies the 'Davenies Code'. This has been formed from the previous Golden Rules and Code of Conduct, as is aimed at being a clear, concise and consistent message of behaviour expectation for every pupil.

The Davenies Code

- Be Kind
- Be Honest
- Be Polite
- Be Thoughtful
- Be Respectful

Pre-Prep (Reception – Year 2)

Aims and Expectations

It is a primary aim of our department that every member of the Pre-Prep community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. This *Behaviour Policy* is, therefore, designed to support the way in which all members of the Pre-Prep can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

As with the whole school the Pre-Prep abides by the Davenies Code. The primary aim of the *Behaviour Policy* is not a system to enforce rules but is a means of promoting good relationships in order that people can work together with the common purpose of helping everyone to learn.

The Pre-Prep expects every member of the school community to behave in a considerate way towards others.

We treat all children fairly and apply this *Behaviour Policy* in a consistent way.

This Policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The Pre-Prep rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This Policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

Rewards and Sanctions

We praise and reward children for good behaviour in a variety of ways:

- teachers congratulate children
- teachers give children stars
- teachers use a variety of stamps
- teachers distribute stickers for good work or behaviour

- The kindness cup is presented to one boy in the Pre-Prep each week
- boys who do an outstanding piece of work or who have made a wonderful effort in their work are sent to the Head of Pre-Prep for a very special sticker
- in Reception and Year 1 each week two children are chosen from each class to receive 'Star' badges and certificates in the Pre-Prep reward assembly
- in Year 2 each week two boys are chosen from each class to receive the 'busy bee' and a certificate in the Pre-Prep reward assembly
- each class has a class incentive (Golden Time); the class is rewarded for good behaviour over a designated time
- boys with medals, certificates etc. achieved either in or outside school are chosen to show them and explain how they received them in Pre-Prep assemblies; these often involve Sport or Music

The School employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

If, after a warning, a child breaks an element of the Davenies Code, he is warned either verbally (Reception) or he receives an orange card (Years 1 & 2). If he continues to break the Davenies Code, he then receives a red card and misses fifteen minutes of the activity of his choice in 'Golden Time' (Years 1 & 2) or he is told to sit for 5 minutes in the 'time out chair' in Reception. A boy receiving a red card is spoken to by the Head of Pre-Prep and their parents are informed.

If a child is disruptive in class, the teacher reminds the individual of the expected standards of behaviour. If a boy misbehaves repeatedly there are other approaches the teacher could take, in order to encourage good behaviour. We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task.

The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.

If a child threatens, hurts or bullies another pupil, the form teacher deals with the incident and appropriate action is taken. The incident will be written in the pastoral log. In addition, if a child has been hurt and been taken to the School Nurse, the School Nurse records all such accidents in her accident book. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child (see *Anti-Bullying Policy*).

The class teacher discusses the Davenies Code with each class. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during 'Circle Time'.

The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfE's *Use of reasonable force: Advice for Headteachers, staff and governing bodies* (July 2013). Staff do not hit, push or slap children. Staff only intervene physically to restrain children in order to prevent injury to a child, or if a child is in danger of hurting himself. This applies to all staff including those working within the EYFS.

The actions that we take are in line with government guidelines on the restraint of children. If physical intervention has occurred, the incident is to be recorded on the Davenies Manager and both the Form Teacher (if incident outside the classroom) and the Head of Pre Prep are to be informed immediately. It is the responsibility to the Head of Pre Prep to inform parents if physical intervention has been used on their son. This is to take place on the same day or as soon as reasonably practicable. In addition staff are to have regard for the school's *Child Protection Policy* and the *Staff Code of Conduct*.

The Role of the Form Teacher

It is the responsibility of the Form Teacher to ensure that the Davenies Code is enforced in their class, and that their class behaves in a responsible manner during lesson time.

The Form Teachers in our department have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability. The Form Teacher treats each child fairly and treats all children in their class with respect and understanding.

If a child misbehaves repeatedly in class, the Form Teacher keeps a record of all such incidents. In the first instance, the Form Teacher deals with incidents herself in the normal manner. However, if misbehaviour continues, the Form Teacher seeks help and advice from the Head of Pre-Prep.

The Form Teacher liaises with specialist staff who teach Music, French, ICT or Sport, as necessary, to support and guide the progress of each child.

The Form Teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The Form Teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.

The Role of the Head of Pre-Prep

The Head of Pre-Prep, Deborah Battersby, is responsible for behaviour management in the Pre-Prep including the EYFS.

The Head of Pre-Prep supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

The Head of Pre-Prep in conjunction with the Headmaster has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Head of Pre-Prep and the Headmaster may permanently exclude a child.

The Role of Parents

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

We explain the school rules in the Pre-Prep Handbook, and we expect parents to read these and support them.

We expect parents to support their child's learning, and to cooperate with the school. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

Prep School (Years 3 – 8)

The Deputy Head, Roland Cooke, is responsible for behaviour management in the Prep School, and is supported by Pastoral Heads for the Junior, Middle and Senior Schools. Form Teachers, Shadow Form Teachers, Form Tutors and subject teachers are in turn responsible for ensuring good behaviour during lesson time and when the children are walking between the classrooms.

Rewards and Sanctions

To assist the staff in their management of behaviour, there are rewards which are used to reinforce the behaviour they expect, and sanctions which are applied when behaviour deviates from that expected. Davenies' reward system is designed to promote qualities such as hard work, endeavour, patience, kindness, courage, respect, tolerance and understanding of others.

Although the formal awarding of rewards in the form of stars is important, staff must also remember that the verbal praise they give to pupils is of great importance and highly valued by the pupils in their care. Equally true is the fact that ill-considered and insensitive criticism by staff can have devastating effects on a pupil's self-confidence and self-image.

Staff must also ensure that they are consistent in their approach to discipline and rewards, and that pupils know what is expected of them.

In the event of a misdemeanour, the level and type of punishment administered should be in accordance with the Behaviour Sanctions Chart (Appendix A). Punishments must be seen to be fair, consistent and meaningful.

The teacher who administers a sanction is responsible for passing on the details of the misdemeanour to the boy's Form Teacher or Tutor, which includes writing the incident in the child's school book. If the behaviour is considered to be of a more serious nature, it should be brought to the attention of the relevant Pastoral Head who, most likely, will discuss the matter with the Deputy Head. It may fall into a bullying category in which case the procedures outlined in the *Anti-Bullying Policy* should be followed.

Stars

Stars are awarded for Effort and Achievement in class and for signs of good Citizenship throughout the school. These are added to individual and House totals. As with all rewards, stars act as a helpful means of positive reinforcement. In Year 3 and above, they are recorded in the School Book.

These are awarded for, but not exclusively:

- A piece of work, which exceeds a boy's normal standard
- Good test results, relative to the pupil's ability
- Exceptional effort with work

- Any positive aspect of classroom performance (written or oral) which the teacher wishes to reward
- General good citizenship, especially in terms of The Davenies Code
- Helpfulness to staff and fellow pupils
- Service to the school
- Responsible behaviour
- Resourcefulness, initiative
- Courage
- Honesty (where appropriate)
- Good manners, correct behaviour and courtesy

Headmaster’s Achievement Certificates

Headmaster’s Achievement Certificates are given to boys from Reception through to Year 8. These are awarded based on the number of stars individuals achieve, with the running total reset each term. When a boy reaches sufficient number of stars to gain a certificate, the Form Teacher (or Shadow) completes the certificate, before sending it for printing. The certificates will be handed out during school or Year Group assemblies.

The achievable levels for Pre Prep are:

20 Stars	Bronze Award
30 Stars	Silver Award
45 Stars	Gold Award
60 stars	Platinum Award
75 Stars	Accomplishment Award
100 Stars	Outstanding Award
130 Stars	Exceptional Award

The achievable levels for Years 3 to 8 are:

10 Stars	Bronze Award
20 Stars	Silver Award
35 Stars	Gold Award
50 Stars	Platinum Award
75 Stars	Accomplishment Award
100 Stars	Outstanding Award
130 Stars	Exceptional Award

Poor Behaviour Sanctions

These follow the guidelines shown in the Behaviour Sanctions Chart (Appendix A). At all levels the Pastoral Head takes an overview except for a very serious incident, when the Headmaster or Deputy Head will organise the investigation and follow up.

Warnings and Minuses

A warning can be given for small breaches of discipline or poor attitude or behaviour in class or around school. It is a less formal step than a minus and should be recorded in the boy’s School Book with a ‘W’, a reason for the warning, and the teacher’s initials. Three warnings within any half of a term will result in a minus being awarded for poor behaviour.

Minuses

These reflect a boy’s behaviour, attitude and way of life at school and not how hard or successfully he is working. They are the next step on the discipline ladder from a warning. They should be entered in the School Book with an explanation of why they have been given and the teacher’s initials. They should be given

for clear infringements of the Davenies Code and for less than satisfactory behaviour. Minuses should only be given singly and following discussion with the individual concerned. A more serious breach of discipline may necessitate the sending of a pupil to the Pastoral Heads of the Junior, Middle or Senior Schools or, in exceptional cases, to the Deputy Head.

A single minus could be given for:

- Rudeness
- Defiance
- Dishonesty (in a trivial incident)
- Unpleasant name calling
- Deliberate anti-social behaviour
- Lack of respect for others
- Lack of respect for other boys' property
- Lack of cooperation
- Lack of consideration for others (including preventing another pupil from working)
- Lack of care of surroundings and school property
- Disorderly behaviour, including shouting and the use of offensive language

This list is not exhaustive and some of these may require dealing with more seriously. However, minuses should never be given for poorly done or late work.

Four minuses given during a term will result in a three day behaviour report card.

Report Card

These can be given for repeated poor behaviour (or continuous poor classroom performance). They should last for between one and five school days. Report cards are never given without consultation with the Form Teacher, Pastoral Head and Deputy Head. The Pastoral Head will liaise with the parents whilst the Form Teacher administers the effective running of the card and feedback to the child.

Deputy Head's Detention

These are given to children in Years 6, 7 & 8 who continuously fail to do sufficient work in class or who regularly fail to do their preps. These are run during a lunchtime (Monday & Wednesday between 13:20 & 13:50) and during Friday morning break (10:50 to 11:10). The work is set by the relevant subject teacher and the individual is expected to appear with the necessary equipment and work in order to complete it. The sessions will be run by either the Deputy Head or the Director of Studies. Four appearances at a Deputy Head's Detention in a fortnight automatically results in a three day Report Card, with a next step sanction of a Headmaster's detention.

Headmaster's Detention

A Headmaster's Detention is given for serious breaches of behaviour whilst participating in any school activity. These are held on Fridays at 4:00pm, they last for an hour, and are supervised by either the Headmaster or the Deputy Head. This sanction can only be given by the Headmaster, following consultation with the Deputy Head and either the Director of Studies or the relevant Pastoral Head.

Other Sanctions

The use of other sanctions is permitted:

- Various community service tasks such as litter collecting or tidying
- For rudeness or destructive behaviour, letters of apology to those affected by the pupil's actions can be written.

The writing of lines should never be used as a punishment.

Pupils whose behaviour is disruptive in a lesson and affects the learning of other pupils, or pupils who lose their tempers, should not, in normal circumstances, be ejected from the classroom. However, as soon as is practicable, the pupil should be taken to the relevant Pastoral Head or to a member of the SLT.

Very Serious Incident Sanctions – Expulsion and Suspension

In cases where an individual has perpetrated a very serious incident or where a boy's behaviour is so extreme or so persistent that the Headmaster has to investigate and takes the decision to expel or suspend him, then the following procedures will be followed. In such cases a boy will be suspended for a fixed period of time or he may be required to leave the school. A decision to expel a boy permanently will only be taken as a last resort when a range of strategies for dealing with disciplinary offences has been employed to no avail. The school places great emphasis on the intervention and support of parents in this process hence for persistently adverse behaviour the parents will have been involved at earlier stages. However, there may be occasions when an incident is deemed so severe by the Headmaster that a boy will be asked to leave Davenies.

A non-exhaustive list of the sorts of behaviour that could merit expulsion:

- Actual or threatened physical assault against pupils or adults
- Verbal abuse/threatening behaviour against pupils or adults
- Persistent bullying, both verbal and physical, harassment or abuse
- Deliberate damage to property
- Theft
- Persistently disruptive behaviour
- Parental behaviour
- Misuse of drugs, alcohol and tobacco
- Bringing onto the premises dangerous objects (guns/knives)
- Sexual abuse or assault
- Making malicious accusations against staff

A non-exhaustive list of the sorts of behaviour that could merit suspension:

- Sustained challenge to the authority of a member of staff
- Persistent defiance of The Davenies Code
- Acts of vandalism
- Physical violence
- Foul language

This applies to conduct both in and out of school time and on or off the school's premises should the Headmaster deem that the behaviour is damaging to the school and/other pupils.

Principles

When investigating an allegation the school will always endeavour to act fairly in accordance with the rules of natural justice. As such:

- a fair and thorough investigation should take place
- pupils will be informed of the allegation and the evidence relied upon
- pupils will be given a fair opportunity to exculpate themselves
- an appeal is offered in the case of an expulsion

Procedure

Investigation

When a serious matter comes to light the matter will usually be investigated by the Deputy Head or one of the Assistant Heads. The Headmaster will not be involved at this stage as it may compromise his impartiality at any future hearing. Initially the Deputy Head/Assistant Head will consider what evidence there is and what is requested. If any one person is at risk he/she will refer to the DSL who will consider whether or not the Police or Social Services need to be informed.

The School will take into consideration and ensure that a pupil is not disadvantaged by any SEN or Learning Difficulty the pupil may have when they are carrying out an investigation or reaching a decision, where such SEN or Learning Difficulty is evident in or is the possible trigger in their behaviour which resulted in such investigation.

Key issues

- Information gathering
 - Statements should be taken from all boys and staff involved
 - It is good practice for another member of staff to be present
- Suspects may be kept apart
- Parents are informed after initial investigation

Meeting with Parents

Once the information has been gathered, the next step is to consider this information and decide upon what disciplinary action is necessary. Parents will be invited into school to meet with the Headmaster and the Deputy Headmaster; the relevant Assistant Head may also attend this meeting and a note-taker may be present.

If the boy is to be suspended or expelled the following guidelines will be used:

First Suspension

- A first suspension will be for no longer than two working days unless, in the opinion of the Headmaster, a longer period is warranted by the particular offence
- The parents of the pupil will be asked to take their child home at the earliest possible moment
- The child will be supervised whilst he awaits collection
- A formal letter will be sent to the parents explaining the exclusion and indicating the time at which the child will be welcome to return to the school
- A copy of the Headmaster's letter will be sent to the Chairman of Governors

Second Suspension

- A second suspension will be for three working days unless, in the opinion of the Headmaster, a longer period is warranted by the particular offence
- The parents of the pupil will be asked to take their child home at the earliest possible moment
- The child will be supervised whilst he awaits collection
- A formal letter will be sent to the parents explaining the exclusion and indicating the time at which the child will be welcome to return to the school
- A copy of the Headmaster's letter will be sent to the Chairman of Governors

Final Suspension / Expulsion

- A final suspension will be for a minimum of five working days and may be permanent
- The parents of the pupil will be informed of the Headmaster's decision and asked to take their child home at the earliest possible moment
- The child will be supervised whilst he awaits collection
- A formal letter will be sent to parents explaining the reasons for this suspension, offering academic support for a limited period of time (not exceeding half a term or a period of four weeks, whichever is the shorter), and offering help in finding an alternative school for their son, if appropriate
- The pupil's form tutor will undertake to see that school work is set and sent to the pupil in order to keep him in touch with his academic studies pending a decision as to his future
- If the Headmaster is satisfied that the pupil's position is still capable of being remedied, he may decide to allow the pupil back to school on condition that it is understood and agreed by the parents that this is a final chance
- A formal letter will be written to the parents making the school's position clear with regard to any further misdemeanours on the part of their son
- A copy of the Headmaster's letter will be sent to the Chairman of Governors

Appeals

Parents are entitled to appeal to the governing body against any expulsion. A letter stating the intention to appeal should be sent to the Clerk of the Governing Body at the school. This will be acknowledged and an Appeal Hearing will be considered by a panel of governors/independent members not previously involved in the process. Where practical this Hearing should take place within 14 days.

The Governors' decision is final.

Year 7 & 8 Other Sanctions

It is recognised that those boys in Year 7 & 8 sometimes overstep the acceptable boundaries and require a different approach to correction. As a guide (but not exclusively) the first offence per half term requires verbal warning and comment in the school book. Further offences may result in the following punishments.

Minor Punishments may include:

- Loss of break time for community service
- Litter pick
- Room tidy
- Dining room clean
- Sorting lost property
- Minibus tidy
- Classroom bin empty
- Cleaning of rugby/foot balls at break
- Tidy up of locker area

More severe punishments may include:

- Letter of apology
- Miss break time tea & toast
- Standing outside staff room
- Behaviour report card

Extremely severe offences may include:

- Loss of all privileges - no tea & toast, outside in morning, no separate lunch table, no tie - one week
- Ban from DAS trip
- One week ban from DAS programme, prep must be done instead
- Headmaster's detention

The fairness of the situation in relation to the boy's age/maturity needs to be taken into account. With this in mind, the Form Teacher will be asked to express the viewpoint of the individual pupil, The Deputy Head will put forward the point of view of the adult reporting the incident, with the Pastoral Head of Year 7 & 8 looking for the appropriate balance. The sanction will be decided by the Pastoral Head of Year 7 & 8 and they will decide the most appropriate punishment.

Parents must be kept informed by verbal contact or by email. These contacts need to be kept and recorded.

The boys need to be clear when punishments escalate, why and what the possible consequences are.

Each person is to be treated as individuals but there is an option to repeat low level punishment or move to more severe punishment depending on the incident.

Physical Contact

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfE's *Use of reasonable force: Advice for Headteachers, staff and governing bodies* (July 2013). Staff do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting himself. The actions that we take are in line with government guidelines on the restraint of children. In addition staff are to have regard for the school's *Child Protection Policy* and the *Staff Code of Conduct*.

Where physical intervention is required, staff will inform their relevant Pastoral Head, or the Headmaster, immediately, and will record details of the incident. The School will inform parents when it has been necessary to use physical restraint on the same day, or as soon as reasonably practicable.

The Role of Parents

If the School has to use reasonable sanctions, it is hoped that parents will support the authority and actions of the School. If parents have any concern about the way that their child has been treated, they should initially contact the Form Teacher. If the concern remains, they should contact the Pastoral Head or the Deputy Head respectively.

The School hopes that parents will not feel the need to complain about the operation of its *Behaviour Policy* and that any issues can be sensitively and efficiently handled. However, the school's *Complaint's Procedure*, which applies to the whole school including the EYFS, is available on the website.

Other Related Policies

- *Anti-Bullying Policy*
- *Child Protection Policy*
- *Pastoral Care Policy*
- *Staff Code of Conduct*

Data Protection

The School retains records within the Pastoral Log on Davenies Manager. Supporting information may be retained by the Pastoral Team for up to 5 years after the incident. For further information, please see the School's Data Protection Privacy Notices.

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Behaviour Sanctions Chart

