

The Abbey

THE PROMOTION OF GOOD BEHAVIOUR POLICY

1. Policy Statement

In order for Woodbridge School to provide an environment and opportunities for pupils to build self confidence, enjoy learning, take pride in work of quality and achieve their best possible examination results, a high standard of behaviour is expected of all pupils.

This policy should be read in conjunction with the School's Anti-bullying Policy, The Abbey Conduct in Lessons Policy, and The Abbey School Rules.

2. Procedures

At The Abbey the emphasis is placed on positive reinforcement in encouraging good behaviour and to help each child to fulfil his or her potential within the classroom and outside it. In general, the system of care and discipline seeks to guide pupils towards a set of values based on Christian principles and, in particular, to encourage effort, helpfulness, resourcefulness, honesty, courage, responsibility, service and courtesy.

The implementation of The Abbey's Reward and Punishment system is based on a series of guiding principles:

- To encourage virtue and to be positive rather than negative.
- To promote the idea of corporate as well as individual achievement recognizing that the spirit of healthy competition is stimulating.
- To separate work and behaviour assessment systems while recognizing that they may overlap at times.
- To distinguish between major and minor achievements and trivial and serious offences.
- To keep staff and parents aware of a child's performance at school by reference to a single and intelligible system.
- To establish a consistent approach to rewards and punishments for the children.

Rewards for Work

House points are awarded to pupils who produce particularly good pieces of work. In most instances, this is judged on an individual basis rather than a certain standard having to be achieved by the pupils. House points are recorded in pupils' Abbey books so that parents are aware of them. At the end of each term, the pupil's house points are recorded individually and also go towards the House Competition.

Master's Academic Commendations are awarded to pupils for exceptional pieces of work or achievement. Pupils show the piece of work to the Master and watch their name being written in the Commendation Book. Certificates are then sent home and the names of pupils who receive Commendations are included in each edition of The Abbey Extra.

Rewards for Behaviour

Plus points are also recorded in pupils' Abbey books. These are awarded for many reasons and will include honesty, helpfulness, kindness, thoughtfulness, good manners, persistence, unusually

responsible behaviour, tasks carried out with good grace, tidiness, initiative and courage (both physical and moral). They are regarded as a 'pat on the back' for pupils.

Master's Behaviour Commendations are awarded to a pupil when he or she receives three or more plus points in a week. Pupils show the Master their Abbey books and watch their name written in the Commendation Book. Certificates are then sent home and the names of pupils who receive Commendations are included in each edition of The Abbey Extra.

A letter from the Master will be sent to the pupil if he or she has done something out of the ordinary. Individuals and groups are also congratulated in assemblies on their particular achievements so that their peers can be aware of their achievements.

Punishments

Punishments should, where possible, fit the 'crime'. There must be no physical punishment and no punishment involving a public humiliation of a pupil or pupils. Teachers must not shout at pupils and when reprimanding a pupil, the teacher must not appear to lose his or her temper. It must always be explained to a pupil exactly why the punishment is being given and once a punishment has been carried out, the pupil must know that 'the slate' has been wiped clean.

Under section 131 of the School Standards and Framework Act 1998, corporal punishment is prohibited for all pupils in independent and maintained schools. The prohibition includes the administration of corporal punishment to a pupil during any activity, whether or not it is within the school premises. The prohibition applies to all 'members of staff'. These include all those acting in loco parentis, such as unpaid, volunteer supervisors.

Punishments for Work

It is very important that no member of staff accepts pieces of work that are below the standard for the individual pupil. Pupils should be aware of the high expectations of the teaching staff. Where a pupil has under-achieved in a particular piece of work as a result of a lack of effort, he or she will be requested to repeat it within a certain time frame set by the member of staff. If a pupil is set work to do at a break time, the teacher must supervise this to ensure the wellbeing of the pupil and that the task is being carried out.

In some circumstances, e.g. a pupil who frequently under-achieves, he or she will be sent to the Master who will oversee the work set by the teacher during a lunch break. The Master is to be notified by the relevant member of staff before he meets with the pupil. These sessions take place in Friday lunchtimes and pupils' names are to be written up by the teacher on the sheet in the staff room so the Master is aware of the appointment. It may be helpful to put a pupil on an Abbey Work Card on which pupils receive a grade for each lesson and the card is signed by the Master and the pupil's parents at the end of each day.

Where a pupil continually under-achieves with his or her work, the Master and class teacher will meet with the parents to try to identify the cause.

Punishment for Behaviour

It is very important that no member of staff tolerates poor behaviour or 'turns a blind eye' to actions that are against the school rules. It is the responsibility of every teacher to monitor pupils' behaviour in and out of classroom situations. Owing to the age of the pupils in our care, a simple reprimand on many occasions will be enough, but there will also be times when the teacher will have to take further action:

- Minus points are recorded in pupils' Abbey books for minor offences. As parents see these books regularly, a minus point can act as a powerful deterrent to the majority of pupils.
- Pupils who receive three minus points in a week are to be sent to the Master by the class teacher in order for the pupil to explain their behaviour. The Master will write a comment in the pupil's Abbey book and the class teacher should record the meeting in the class red records' file.
- For more serious offences, pupils are sent to the Master by the relevant member of staff. Where possible, the member of staff should brief the Master on the reason why he is meeting with the pupil. In these circumstances, the Master will talk to the pupil about his or her action and then set an appropriate punishment. This may include one of the following:
 - a) a letter of apology to the victim; or
 - b) loss of free time or loss of a school activity; or
 - c) 'community service', e.g. tidying up the changing room, washing footballs, returning library books;
 - d) a Saturday morning detention.

A record of the above will be kept on each individual pupil's file and on many occasions the parents will be informed.

In the most serious situations, pupils will be suspended from the school for one or two days. This will be done in full consultation with the pupil's parents and the Headmaster. It may also be necessary to exclude pupils from school and again this will be done in full consultation with the pupil's parents and the Headmaster.

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