



Reviewed (MBR) April 2017

INTRODUCTION

St Michael's aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become lifelong learners. We develop qualities of team-work and leadership through our extensive programme of extra-curricular activities.

St Michael's Preparatory School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world.

CODE OF CONDUCT

St Michael's community of Governors, staff, parents and pupils adhere to an established routine and code of conduct, but there is a list of School Rules. St Michael's sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at St Michael's, particularly the vulnerable. Harassment and bullying will not be tolerated. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation or physical disability or learning difficulty.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at St Michael's undertake to uphold the school's policies and regulations, including this policy when they sign the School's Registration Form. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extracurricular activities and homework.

We are always happy to consider suggestions from parents and hope that you find the school responsive and open-minded.

UNEXPLAINED ABSENCES

We will always telephone home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them.

SCHOOL RULES AND REGULATIONS

The School Rules are designed to encourage positive behaviour and self-discipline. Our aim is to reward and encourage good behaviour. Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the Rules and Regulations are set out in 'Parent Policies' on the website and Parent Portal and may change from time to time. Parents and Guardians undertake, when signing the Registration Form to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The Headmaster for his part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Examples of sanctions include:

- Detention [Saturdays]
- Withdrawal of privileges
- Temporary confiscation of property that is being used inappropriately or without consideration
- Imposition of tasks, such as collecting litter
- Withdrawal from a lesson, school trip or team event
- Suspension for a specified period and / or exclusion.

The School's policy on Discipline and Exclusions is set out in Parent Policies and all parents and pupils should be aware of the more serious sanctions, including suspension and exclusion that the Headmaster can impose for serious breaches of the rules and regulations, including criminal behaviour. Examples of serious breaches of the rules and regulations include:

- Drug abuse
- Alcohol and tobacco abuse
- Theft
- Bullying
- Physical assault/ threatening behaviour
- Fighting
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property

- Persistent disruptive behaviour

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

PHYSICAL RESTRAINT

- Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The UK Education and Inspections Act 2006 enables school staff to use "*such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do*" anything that causes personal injury to themselves or others or to property or prejudices the maintenance of good order and discipline at the school.

Every member of staff will inform the Headmaster immediately after s/he has needed to restrain a pupil physically. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the school, so that we can, if necessary, agree a [protocol] for managing that individual pupil's behaviour.

TEACHING AND LEARNING

St Michael's School aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

COMPLAINTS

We hope that you will not feel the need to complain about the operation of our Behaviour Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's complaints procedures (which apply equally to the Nursery Department) is available in 'Parent Policies' and on the web.

REWARDS & SANCTIONS (YEARS 3 - 8)

Points are individual rewards designed to encourage all children.

For Years 3 and 4 they are recorded on a tally chart with the teacher, and then transcribed into the pupil planner and school database (as positive points) weekly. For Years 5 to 8 Stars are recorded directly into the Student Planner and school database (as positive house points) weekly. Parents can expect the points to be updated in the Form period on a Friday.

From 1 to 4 Points can be awarded for any single achievement and these then contribute to valuable House points for their House (Matthew, Mark, Luke or John).

A cup is awarded for the pupil who gains the most points in the Junior (Years 3 and 4), Middle (Years 5 and 6) and Senior (Year 7 and 8) Departments respectively at the end of each term.

As part of the Form Teacher's role s/he needs to ensure that the children know and understand the

school rules. As far as possible a punishment should be designed to fit the misdemeanour. A reprimand may be all that is required from the member of staff who has witnessed the incident. The Form Teacher is responsible in the first instance for dealing with minor infringements.

Minor indiscipline in class or other misdemeanours are dealt with immediately by the teacher concerned but are reported to the pupil's Form Teacher and this is dealt with firstly by a warning.

Warnings are given to children who break rules and whose behaviour or academic commitment falls short of expectations. All warnings are recorded in the 'Daybook' (on the school database) and an explanation for the warning will appear in the Parent Portal in the 'Points tab'. We do also expect that the pupil to inform his/her parents of the warning received. One warning constitutes 4 negative points.

Proven cases of the following = Warning

- Talking in prep
- Unsatisfactory/incomplete prep
- Passing messages in lessons/prep
- Continued poor behaviour after a verbal warning
- Late arrival (prep, lessons, activities)

For more serious issues a system of 'stripes' are used. When children receive a stripe, they are required to report first to the Senior Deputy Head who will liaise with the Form Teacher. Parents will be informed by the Senior Deputy Head and the Saturday morning Headmaster's detention (automatically actioned with a stripe) arranged.

Stripes may be issued immediately as a result of exceptionally poor behaviour. All stripes are recorded in the daybook (on the school database) and an explanation for the stripe will appear in the Parent Portal in the points tab. One stripe constitutes 12 negative points.

Proven cases of the following = Stripe

- Bullying
- Lying
- Stealing
- Crossing road without an adult
- Rudeness to staff
- Acts of vandalism
- Violent behaviour
- Deliberate disobedience

NB: For Years 3 to 8 an accumulation of 3 warnings in an Assessment Period will result in a stripe and a Saturday morning Headmaster's detention (automatically actioned with a stripe) will be arranged.

The ongoing (termly) tally of positive and negative points may at any stage be viewed by the child's parents through the Parent Portal.

Detentions are also recorded in the 'Daybook' (Staff Portal). Staff are asked to record all detentions so that there is a record of how often children are put in detention. Detentions are dealt with by the Senior Deputy Head and is normally supervised by the Headmaster.

Persistently poor academic performance may result in the Form Teacher asking a pupil's teachers to make written comments on his/her performance at the end of every lesson on a Target Card for a period of a few weeks (*Seniors and Juniors*).

SUSPENSION AND EXCLUSION

The Headmaster may suspend a pupil, for a period of between 48 hours and one week for very serious indiscipline, or less serious offences, where repeated punishment has proved ineffective. If suspension is ineffective, the school may be forced to exclude the pupil, or to require him/her to leave the school under the procedure

A pupil may be temporarily suspended, or in serious cases expelled, at any time if the Headmaster is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline, or to the reputation of the School, or in breach of the school rules.

DISCRETION OF HEADMASTER

The decision to exclude, suspend or require removal or expel a pupil and the manner and form of any announcement will be made by the Headmaster after consultation with the Chairman of Governors'.

ACCESS

A pupil who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter school premises without the written permission of the Headmaster.