



Behaviour Management Policy

Key Stage 2

This policy is posted on the School's website and is available to all parents and prospective parents. A printed version of the policy can be supplied on request.

Parents should refer to the overarching Behaviour Management Policy as well as the Pre-Prep Behaviour Management Policy.

Parents should refer to the school's Anti-Bullying Policy for the sanctions specific to bullying.

Rationale

At Altrincham Preparatory School we aim to create a positive atmosphere where all members of the school community feel valued and respected. Our school behaviour policy is designed to support the way in which all members of the school can live and work together in a supportive way.

We believe that all the boys at Altrincham Preparatory School have a right to an education which offers them the best opportunity to reach their full potential and that everyone within school is working to provide the environment in which this may happen

Aims

- To maintain a happy, secure, calm, orderly environment in which effective learning can take place
- To teach the boys to become self-disciplined
- To cultivate an ethos which supports the boys, so that they accept and recognise responsibility for their own decisions and actions, together with the consequences of these actions
- To encourage the boys to develop their own strategies to manage different situations
- To encourage all boys and adults to respect the feelings, needs, interests and opinions of others and develop a positive approach towards everyone involved in the life of our school
- To recognise the role of all adults in the school in modelling good behaviour
- To use teaching methods that engage the boys and are well matched to their needs and provide a curriculum which excites and challenges.

Code of Conduct

The School Council has accepted these rules.

APS boys are expected to:

- a) Be kind and courteous to each other and to adults
- b) Wear school uniform and dress smartly
- c) Work hard at school and do their homework well and at the correct time
- d) Be punctual and well-prepared for lessons
- e) Be careful with the school's, the teachers' and other boys' property

- f) Move, by walking, quietly round the school building (left-hand side of corridors and stairs) and to stand aside for adults, holding doors open if needed.
- g) Play sensibly in the playground for rough play is unacceptable and will result in you not being allowed outside at playtime

The following are considered particularly bad forms of behaviour:

- Bad language
- Cheating
- Telling lies
- Stealing
- Messing about with another's work or property and
- Aggression, physical or mental, towards another boy

Responsibilities

Discipline within the classroom lies within the province of the Class Teacher though the school's high expectations regarding academic work and mannerly behaviour are to be respected. Minor breaches of good conduct most often will only require a suitable verbal reprimand.

A record of good and poor behaviour in the playground may be logged by the duty teacher or Lunchtime Supervisory Assistant (LSA). At the end of a playtime, as the boys line up, he/she is to inform the class teacher of any incidents. For lunch playtime, class teachers are to speak to the LSAs in case of any incidents, and or refer to the LSA log book.

If, however, a boy's behaviour causes a class teacher constant irritation or concern the situation must be raised with the Deputy Head in the first instance. After consultation with the Deputy Head and Senior Master the matter can be attended to through the following actions:

- withdrawal from participating in after school activities
- withdrawal from representing the school at sports or other events
- placing the boy on a daily report
- an informal discussion with the parents

Class teachers are to note concerns and incidents, and action taken, in the Yellow Log for referral to at a later date should this be needed. Boy concerns are to be brought to the weekly Communication meetings, Phase Group meetings and in turn to Senior Management Team meetings.

Should the position continue to cause concern, the Head Master will invite the parents in to discuss the situation. Parents need to be aware that a record of any discussions of this kind will be made and placed on file.

Playground or lunch indiscipline is to be dealt with by the member of staff on duty. Again minor infringements of the rules probably need only a word in season. Should the offence be more severe the boy is to be sent to report either to the Deputy Head, or Head Master (in her absence). A suitable sanction, drawn up by the teacher, in consultation with their Senior colleagues, will ensue once the issue has been clarified. This is to be reported to Deputy Head.

Important guidelines to be considered are:

- boys must be clearly aware of what they have done and why they are being punished
- fair treatment of boys
- periods of sanction must reflect the seriousness of the incident or misbehaviour. This needs to be consistently applied, e.g. foul or profane language = one week to be spent away from the playground in detention.

Rewards & Sanctions

Whilst we wish to concentrate on the positive we, nevertheless, have to acknowledge that we will need to punish from time to time.

Various rewards are used by class teachers to reinforce positive behaviour and good work.

Examples of rewards used by teachers are:

- Positive and encouraging comments on work
- Commenting on a boy's good behaviour to other children/other classes
- Rewards of stars or smiley faces on work or on charts
- Mention of good behaviour to a senior member of staff or parents
- Use of certificates, stamps or special stickers
- Showing achievements in Assembly

Reward Playtime

Boys who have shown impeccable behaviour and manners all week, as well as all classwork and homework being completed to the highest standard and handed in on time, earn the right to an extra 15 minutes of playtime on a Friday as a reward for their hard work.

Any boy who does not behave acceptably, shows poor manners or lack of respect, does not complete work to his best standard or has had minus House points does not earn their Reward Playtime. Such boys are to remain in their classroom until the end of the reward part of playtime (10.45am). They then can have their normal play time.

Refer to the House point chart below for those who have minus House points.

The House Point System

Within the Prep, as well as Pre-Prep, a House system operates. The boys are put into Houses when they enter the school. There are four Houses - Alexander, Cunningham, Montgomery and Tedder - named after four wartime leaders.

The House System is used to reward boys through the awarding of plus House points. Plus points are awarded in recognition of achievement and effort in work or within sport/music as well as for good behaviour, helpfulness and fine manners.

The House system is also used to register disapproval of unacceptable behaviour such as homework not being done, misbehaviour and lack of respect to others as well as property, not being properly equipped for class or any other lesson, talking at inappropriate times, etc.. For these misdemeanours minus points are awarded.

House points are tallied at the end of each half term and the boys are informed of the running position with those who have contributed most plus points noted. Merit badges are given to those boys with most house points in a class each half-term.

Minus points are also recorded for each half term. There is a sliding scale (see below) in operation to ensure that there are safety nets in place to help a boy not gain many minus house points.

However, any boy who has a total of 6 minus points in a half term is placed in an after school detention. This takes place between 3.45pm and 4.30 pm with parents being informed of the day through a written letter which has a tear off slip to return confirming that they have received it and know the arrangements.

HOUSE POINTS SYSTEM

- 1 or 2 minus House points
 - miss Reward Playtime in own classroom
- 3 minus House points
 - referral to Phase Leader
 - miss reward playtime
 - parents to sign completed Behaviour Record form
- 4 minus House points
 - referral to Deputy Head
 - miss a days playtime
 - parents to sign completed Behaviour Record form
- 5 minus House points
 - referral to Head Master
 - parents informed by Head Master
 - parents to sign completed Behaviour Record form
- 6 minus House points
 - afterschool detention with Head Master
 - parental involvement through Head Master

Removal from Playground

Rough or inappropriate play or bad language in the playground, which breaks school rules, will lead to a boy being removed from the playground for a period of time. This is to be discussed with the Deputy Head so that an appropriate record is kept allowing for the identification of any pattern to this behaviour.

Removal from School Activities

Unacceptable behaviour can also lead to exclusion from participating in after school activities, school trips and/or representing the school at sports or other such events. This will only be done in consultation with the Deputy Head.

For serious or repeated infringements of the rules the Head Master must be informed so that parents can be invited in to discuss their son's situation and to seek action which will rectify the position. Often there are factors outside the school's knowledge which might explain aberrant behaviour patterns. Parents should, however, note that such discussions will be noted and placed on file.

It should be noted that any form of corporal punishment is strictly forbidden.

It is, perhaps, necessary to state that should behaviour merit the school will not hesitate to suspend a boy. This course of action is not taken lightly for it does have serious repercussions. Reference may have to be made to such a period when preparing reports for secondary schools and it is also a major step on the way to us asking parents to find an alternative school.

This policy was compiled by Lindsay McKenna (in consultation with Prep colleagues)

Its implementation is the responsibility of **ALL** teachers and support staff.

It will be monitored for its effectiveness by the Head Master on behalf of the Governors.

This policy is scheduled for review annually, or before if deemed necessary.

Date Written/ Reviewed: September 2020

Date to be reviewed: July 2021