



ALTRINCHAM PREPARATORY SCHOOL

Behaviour Management Policy –

Key Stage Two

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Behaviour Management Policy 2021/22

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 (September 2021) 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 harmoniously.

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) Be respectful when moving around the building, moving quietly and safely to maintain a calm environment.
- g) Play sensibly in the playground and understand that rough play is unacceptable.

The following are considered unacceptable forms of behaviour and is discouraged by all at APS:

- Bad language
- Discrimination (e.g. racism, sexism, homophobia, religious intolerance etc.)
- Cheating
- Telling lies
- Stealing
- Aggression – both physical and verbal – towards others.

Responsibilities

Discipline within the classroom lies within the province of the Class Teacher(s), 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. Minor behaviour issues will be corrected appropriately through conversation and discussion with the boy.

A record of good and poor behaviour in the playground may be logged by the duty teacher or Lunchtime Supervisor (LS). 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 LSs in case of any incidents, and or refer to the LS log book.

If, however, a boy's consistent negative behaviour causes concern or affects the learning of either the boy or his peers, the situation must be raised with the phase Assistant Head Teacher in the first instance. After consultation with the Assistant Head Teacher and, where necessary, the Headmaster, 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
- A formal discussion with the parents

Class teachers are to note concerns and incidents, and action taken, on CPOMS for referral to at a later date should this be needed. Pupil concerns are to be brought to the weekly Communication meetings, Phase Group meetings and in turn to Senior Management Team meetings in the event of serious incidents.

Should the position continue to cause concern, the Headmaster 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 Assistant Head Teacher, or Headmaster (in the AHT absence). A suitable sanction, drawn up by the teacher in consultation with their Senior colleagues, will ensue once the issue has been clarified.

Important guidelines to be considered are:

- Behaviour management is to be positive rather than confrontational
- Boys must be clearly aware of what they have done and the impact of their behaviour.
- There is a clear distinction between the boy and his behaviour e.g. "Your behaviour was disrespectful" vs "You are disrespectful"
- Fair treatment of boys and consistency in the correcting of behaviour
- Periods of sanction must reflect the seriousness of the incident or misbehaviour, though sanction periods must not be given without discussion with the boy. This needs to be consistently applied.

Rewards & Sanctions

Whilst we wish to concentrate on the positive we, nevertheless, have to acknowledge that we will need to teach the boys about facing the consequences of their actions.

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 house points
- Mention of good behaviour to a senior member of staff or parents
- Use of certificates, stamps or special stickers
- Showing achievements in Assembly
- Merit assembly (Star of the Week)

Reward Playtime

We show our appreciation for the boys' hard work throughout the week by offering them an extra 15 minutes of reward playtime on a Friday.

Any boy who has been given a minus House point does not receive their Reward Playtime. During the extra 15 minutes of breaktime, the boy will spend time with Assistant Headteacher for their phase in a separate room,

discussing their behaviour, reasons behind it and strategies to correct the behaviour moving forward. Following these discussions, the boy can have his normal playtime.

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 Minus House Points. These are given to show disapproval of unacceptable **behaviour** that does not reflect our school rules, such as:

- Disrespecting others or property
- Negative behaviour (either physical or verbal)
- Behaviour that endangers themselves or others
- Deliberate repeated disruption to learning (e.g. shouting out, not being sensible with equipment etc.)
- Repeatedly not following instructions

For these misdemeanours, minus points are awarded. It is imperative that boys are offered warnings for minor misbehaviour before a minus point is given. It is also important to note that minuses are a behaviour sanction and not a consequence of poor organisation.

If a boy's poor organisation is repeated or is affecting his learning (e.g. forgetting homework, forgetting kit, not handing in reading records etc.) the following policy should be applied:

- Warning for initial organisational misdemeanor
- Note in homework diary/planner
- Emails or phone calls home
- Discussions with the boy on why organisation is important for learning
- If above have been applied and there is no improvement, the matter is to be passed to the Assistant Headteacher.

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 refrain from obtaining many minus house points.

However, any boy who has a total of 5 minus points in a half term is placed in an after-school detention. This takes place between 3.45pm and 4.30pm 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

Within a single half term:

- **1 or 2 minus House points**
 - miss Reward Playtime with Assistant Headteacher
- **3 minus House points**
 - referral to Assistant Head Teacher
 - miss reward playtime to complete a Behaviour Record form
 - parents to sign completed Behaviour Record form and return to school
- **4 minus House points**
 - referral to Headmaster to complete the 4th part of the Behaviour Record form
 - individual pupil meeting with Headmaster to discuss behaviour
 - parents informed by Headmaster
 - parents to sign updated Behaviour Record form and return to school
- **5 minus House points**
 - after school detention with Headmaster
 - parental involvement through Headmaster
 - removal from participation in sporting events
- **6 minus House points**
 - removal from after school activities
 - removal from trips

At the start of every half term, boys restart both house points and minus house points, all returning to zero and allowing for a 'fresh start'.

Removal from Playground

Unsafe play which breaks school rules or direct verbal abuse, will lead to a boy being removed from the playground for a period of time (one day). This is to be discussed with the Assistant Head Teacher and logged on CPOMS so that an appropriate record is kept allowing for the identification of any pattern to this behaviour. Parents should be informed.

Time must be spent with the boy discussing his actions so that he understands how this consequence is a direct result of his behaviour and how he will correct this behaviour moving forward. Boys must not be removed from the playground without a conversation with him to explain and discuss. Whilst removed from the playground, the boy must be placed in a safe classroom where he will be supervised, or near the office; he should be asked to bring a book to quiet read.

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 Headmaster once 6 minuses have been accrued.

For serious or repeated infringements of the rules, please refer to the Overarching Behaviour Policy. The Headmaster 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 on CPOMS1.

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 in line with the Overarching Behaviour Policy. 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 the Headmaster asking parents to find an alternative school.