



Behaviour Management (Prep School) Policy

including EYFS

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Description: This policy outlines the Prep School's approach to managing pupil behaviour.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 AIMS OF BEHAVIOUR MANAGEMENT POLICY

The aim of behaviour management is to create an environment in which children feel safe and happy and where good behaviour is encouraged and reinforced. We also aim to help children develop independence, self-respect, confidence and self-reliance and an awareness of and sensitivity to the needs of others, as individuals and as members of a community. We must ensure that acceptable standards of behaviour are defined, widely known and understood and consistently applied. To do this effectively we must encourage the involvement of parents in supporting our aims. This policy is conversant with advice given for the Early Years Foundation Stage (EYFS) as set out in the regulatory handbook and further in this document. Corporal punishment is not threatened or used. Physical intervention is allowable only to avert immediate danger of personal injury.

2.0 STANDARDS OF BEHAVIOUR

- 2.1 In seeking to define acceptable standards of behaviour it is acknowledged that these are goals to be worked towards rather than expectations which are either fulfilled or not. Thus the school has a central role in the children's social and moral development just as it does in their academic development. Just as we measure academic achievement in terms of progress and development over time towards academic goals, so we measure standards of behaviour in terms of the children's developing ability to conform to our behaviour goals.



2.2 The children bring to school a wide variety of behaviour patterns based on differences in home values, attitudes and parenting skills. At school we must work towards standards of behaviour based on the basic principles of compassion, resilience, integrity and self-direction, which are all skills within the school's Educational Vision. It follows that acceptable standards of behaviour are those which reflect these principles.

| KEYS TO SUCCESS | |
|------------------------|--|
| Compassion | Be kind to myself and those around me. |
| Resilience | Be the best I can be , and don't be afraid to try new things. Be proud of my actions and attitude. |
| Self-Direction | Be ready to learn and participate positively. Be sensible and keep safe . Reflect upon my decisions. |
| Integrity | Be respectful of my environment and those around me. Understand that everyone has the same rights to enjoy school and life. |

3.0 OBJECTIVES

3.1 Pupils

- Pupils identify strongly with the school and are proud to be part of it.
- Pupils are encouraged to be polite, well behaved and courteous at all times.
- Pupils will follow the school rules and take part in making decisions based on these rules.
- Pupils are encouraged to work co-operatively with each other and with staff, and have high expectations of themselves and others.
- During an Induction Week, classes work on a Classroom Code of Conduct.

3.2 Parents

- Parents and visitors to the school feel valued, safe and secure.
- Parents support, and participate in, the life of the school and are actively encouraged to be partners in their children's learning through homework, classroom activities, out of school activities and other extra-curricular activities.
- Parents can contribute to the wider aspect of school life through the LPA (parents' association).

3.3 All Staff

- Staff identify strongly with the school, and are proud to be part of it.
- Staff create a positive climate with realistic expectations.
- Staff actively establish positive relationships with pupils and parents and handle discipline problems in a sensitive and caring manner.



- Staff have high expectations of pupils' achievement, attendance and behaviour.
- Staff use praise to motivate pupils.
- Staff treat pupils and parents equally, with respect and in a fair and just manner regardless of age, gender, race, ability and disability.

4.0 ROLES AND RESPONSIBILITIES

- 4.1 The Head of Prep School, will be responsible for the implementation and day-to-day management of the policy and procedures. All staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, both consistently and fairly and that they model high standards of behaviour, both in their dealings with the children and with each other. They also have responsibility, with the support of the Headmaster and Head of Prep School, for creating a high quality learning environment, which is conducive to positive behaviour. In the Early Years – The Foundation Stage Leader, is responsible for behaviour management and reports to the Head of Prep School.
- 4.2 A member of SMT is responsible for holding detentions on three break-times per week and they also monitors patterns, looking at why children are put in detention, how often and checking that teachers are acting fairly.
- 4.3 The school property and the property of those within the school is well looked after. Everyone takes responsibility for making our school a happy place in which to work. If pupils, staff and parents feel proud of our school then we are making large steps towards raising the self-esteem of all involved.
- 4.4 The Governing Body, Headmaster and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also ensure that the concerns of students are listened to and appropriately addressed.
- 4.5 Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of the child both inside and outside the school. The Prep School will encourage parents to work in partnership with the School to assist it in maintaining high standards of desired behaviour and parents will be actively encouraged to raise any issues with the School arising from the operation of the policy.
- 4.6 Pupils are expected to take responsibility for their own behaviour and will be made fully aware of the School policy, procedure and expectations. Pupils will also be encouraged to take responsibility for their social and learning environment, making it both safe and enjoyable by reporting all undesirable behaviour.
- 4.7 The procedures arising from this policy will be developed by the Head of the Prep School and staff in consultation with the Headmaster . They will be monitored by the Headmaster via the Head of Prep School to promote the idea that every member of the School has a responsibility towards the whole community. Equality and Fairness - at the Prep School all pupils, parent and staff are treated equally, with respect and in a just and fair manner. The school promotes equality of opportunity and a sense of fairness is evident in the work of the school. Pupils and parents as well as staff are invited to take part in decision-making, from policy decision to pupil School Council.



5.0 CORPORAL PUNISHMENT

The school does not allow any form of corporal punishment. (For occasions when 'physical intervention' may be used see Section 18 of IRSC document 'Guidance for Safer Working Practice (January 2009)' available on request). Physical intervention is allowable to avert immediate danger of personal injury to the child or someone else, eg a child being aggressive or physical towards another child or adult. This should be recorded on an incident form and parents informed as soon as reasonably practicable. Where a child needs support with understanding of language, physical intervention may be used to guide the child through their next steps, eg holding a child's hand to guide them to their next activity. We have also introduced a Moving and Handling policy, which is more specifically to be used for pupils with SEND. Parents must agree to a Moving and Handling plan being put in place for their child.

6.0 PROMOTING POSITIVE BEHAVIOUR - REWARDS

- 6.1 Staff endeavour to praise pupils whenever possible. Emphasis is on rewards to reinforce good behaviour, rather than on failures – aim to catch the children being good! We believe that rewards have a motivational role, helping children to see that good behaviour is valued. The most common reward is praise, informal and formal, public and private, to individuals and groups.
- 6.2 In Key Stage One the children have Golden Time, which is intended to be an incentive to behave well. They have 'free choice' time at the end of the week when they have behaved well. If they misbehave during the week they will lose time from the Golden time and therefore miss out. This is intended to be an incentive to behave well.

In Upper Key Stage Two the children use Dojos as a reward.

- 6.3 There is a strong House System, where pupils can gain stars for good work or behaviour. Once a pupil has five stars they gain a House point. This goes to their House and they are counted half termly. Pupils can be awarded with an individual certificate and school motto stationery item at the 'Star of the Week' assembly. The Head of Prep School also gives special stickers to children who have demonstrated good behaviour around school. Within classes teachers can also have their own systems for rewarding pupils by giving smiley faces, stickers, stamps on work etc.

We try to reward positive behaviour on the playground and in the dining Room by giving children stickers.

- 6.4 Where possible really good work or effort are shared with the Head of Prep School and parents.

- 6.5 A number of methods of reinforcement are employed, such as:

- Assemblies
- Teachers often talk during PSHECE sessions about topics of behaviour, bullying etc., and reinforce school agreed codes
- Classroom agreed codes of behaviour
- Regular 'slots' in staff meetings are given to the subject
- Internal Pastoral Bulletin shared bi-weekly to keep staff informed.



7.0 UNACCEPTABLE BEHAVIOUR

Pupils will be given a chance to consider their behaviour. They will be encouraged and helped to make apologies to other pupils or staff they may have offended, show they can keep to the School rules and make suitable reparation.

8.0 SANCTIONS

- 8.1 On the KS1 and KS2 playgrounds and in the Dining Room the Teaching Assistants and lunchtime supervisors may report repeated incidents/bad behaviour/rule breaking by contacting teachers or Head of Prep School or by completing an incident form, which is kept in the First Aid Bag (on the playground). The Head of Prep School is sent a copy of any incident form (via the office) and then can act upon it and speak to individual pupils if necessary. For children in EYFS any incidents will be reported to the Foundation Stage Leader.
- 8.2 The Head of Prep School will receive a detentions report once a half term from the member of SMT monitoring detentions and will then decide on any further sanctions or actions.
- 8.3 E-Safety sanctions: Should a child be found to break the SMART rules the punishment will depend on what they did and how serious it was. Punishment will be decided upon by the class teachers in conjunction with senior staff. Punishment may include break time, after school detention or missing Computing curriculum time. If the offence is deemed serious enough parents will be informed.
- 8.4 If pupils have difficulty in keeping to the rules then staff will follow these procedures. Sanctions will be left to the teacher's discretion depending on age of the child.

SANCTION STAGES

| Stage | Type of misdemeanour | Type of Sanction | Recording | Parent contact |
|-------|---|---|--|--|
| I | Minor misdemeanour e.g. <ul style="list-style-type: none"> • Distracts others • Poor manners • Not taking turns • Talking inappropriately • Lacks awareness of others • Accidentally breaks something (teacher discretion) • Forgetting equipment • Uniform infringements • Rough play | EYFS In classroom: How a particular type of behaviour is dealt with will depend on the child's age, level of development and the circumstances surrounding the behaviour. It will involve a member of staff explaining to the child what they have done wrong. It may include the child apologising or the child having their attention being diverted with another activity. If appropriate and the behaviour continues three times the child will be asked to sit on a chair in the classroom for an appropriate time. | No further action. | Nursery parents are informed on the day the behaviour happened. Reception parents will be informed if teacher feels appropriate. |
| | | EYFS In playground: A member of staff will explain to the child what they have done wrong. If this continues three times the child will be asked to sit on a bench or stand with an adult for an appropriate time. | | |
| | | Years 1-6 In classroom: Verbal warning given/visible indication first then followed up with time out, move seats, name on board etc. if misdemeanour continues. | No further action. | No parent contact required. |
| | | Years 1-6 In playground: Verbal warning given/visible indication first then time out, stand with an adult, sit out on a bench etc. if misdemeanour continues. | If a further misdemeanour occurs after first sanction, an incident form should be completed and given to the office and copied to the Head of Prep School. | |



| | | | | |
|---|--|---|---|--|
| 2 | <p>Repeated Minor misdemeanour</p> <p>Or 3 or more incidents in one week.</p> <p>Continuation of Stage I behaviours.</p> <ul style="list-style-type: none"> Rudeness Hurting others Verbally or Physically Purposely damaging property <p>(Detention is not given for unsigned Homework Diary)</p> | <p>EYFS In classroom: A member of staff will explain to the child what they have done wrong. If this continues three times the child will be asked to sit on a chair in the classroom for an appropriate time.</p> | <p>All staff would be informed of the behaviour, what triggers this and a plan of action would be agreed with the parents. Sometimes a child would be shadowed to find out exactly why this is happening.</p> | <p>This may be recorded in an individual pupil behaviour book.</p> |
| | | <p>EYFS In playground: A member of staff will explain to the child what they have done wrong. If this continues three times the child will be asked to sit on a bench or stand with an adult for an appropriate time.</p> | | |
| | | <p>KS1: Missing some of 'Choosing Time/Golden Time', break-time detention. If sanction needs to be immediate then child can be sent to work in another class.</p> | | |
| | <p>KS2: if 3 warnings are given or misdemeanour has continued despite applying sanction for stage I.</p> <p>Referral to Key Stage Leader and detention at breaktime or at lunchtime if 3 detentions and in UKS2.</p> <p>Rudeness to staff is unacceptable, but depending on nature could be given a warning, detention or move to stage 3 or 4.</p> | <p>Recorded on ISAMS by person giving the detention.</p> | | |
| 3 | <p>More serious misdemeanour</p> <p>Or after 5th breaktime detention per term.</p> <p>e.g. Continually breaches the rights of others. Isolated serious breaking of rules, continued deterioration in behaviour, ignoring any attempts to help. Serious disobedience Serious rudeness Stealing.</p> | <p>EYFS In classroom and playground: Depending on the understanding of the child, Continue with time out, Miss some choosing time or playground time. Shadowing would continue all day.</p> | <p>Meeting with parents, recorded and a copy sent to the Head of Prep School.</p> | <p>Meeting with parents, Class Teacher and Key Stage Leader.</p> |
| | | <p>KS1/KS2: After school detention on Friday with member of SMT, recorded on ISAMS.</p> <p>A behaviour plan may be drawn up.</p> <p>Referral to Head of Prep School.</p> | <p>Recorded on ISAMS by Head of Prep School</p> | <p>Head of Prep School to contact parents.</p> |
| 4 | <p>Repeated misdemeanours following previous sanctions.</p> | <p>KS1/2</p> <p>Saturday morning detention with Headmaster</p> | <p>Recorded on ISAMS by Head of Prep School.</p> | <p>Meeting with Head of Prep School/Headmaster and parents.</p> |
| 5 | <p>Violence/Severe bullying/endangering others or repeated serious misdemeanours</p> | <p>EYFS: In classroom and playground - Depending on the understanding of the child; continue with time out, miss some choosing time or playground time. Sometimes a Referral to a paediatrician would be suggested to the parents.</p> | <p>Meeting with parents – recorded</p> | <p>Meeting with Head of Prep School /Headmaster and parents.</p> |



| | | | | |
|--|--|--|--|---|
| | | <p>KS1 & KS2 Suspension of 2-5 days Or Formal Exclusion</p> <p>For young or immature children who may view full suspension as a holiday, a pupil may be given an internal suspension, where they are isolated or excluded from lessons and activities they enjoy for 1 or more days. This will be at the discretion of the Head of Prep School or Headmaster.</p> <p>Referred to Headmaster Chair of Governor will be informed.</p> | <p>Meeting with parents – recorded on ISAMS.</p> | <p>Head of Prep School /Headmaster to contact parents. Meeting to discuss further sanctions/plan.</p> |
|--|--|--|--|---|

8.5 Certain extreme misbehaviour, such as physical aggression will automatically by-pass the above progression of sanctions to the final one. In the case of bullying please refer to the anti-bullying policy or cyberbullying policy. The above is a guideline only and where sanctions have to be used a child will be given the appropriate one, given the nature of the incident and other relevant factors, such as their disciplinary record.

9.0 DETENTIONS

9.1 The Key Stage Leaders are timetabled to be on detention duty during morning breaks. The detention duty is held in either the KS1 Leader's classroom or the KS2 leader's classroom. The person putting a child in detention logs it onto iSAMS and the Key Stage Leader checks attendance against a register produced by iSAMS. The child's class teacher is alerted by iSAMS via email. If poor behaviour persists then a member of staff may ask for the Head of Prep School to remove the child temporarily from their classroom.

9.2 After-School Detentions will generally be held for one hour on a Friday evening. Parents will be informed at least two days before. This detention will supersede all other activities. If parents wish to defer the detention, the school will make the decision regarding an alternative date.

10.0 EXPULSION

For cases where expulsion is a necessary course of action please refer to the Exclusion Policy.

11.0 EARLY YEARS FOUNDATION STAGE

11.1 There may be some slight differences between Key Stages and indeed in Foundation Stage there are differences due to maturity and understanding, e.g. sticker rewards are stuck on the child's clothing rather than put towards the House system.

11.2 If children behave badly they are spoken to and the matter is discussed with the child. For more persistent or physical behaviour the child may be asked to sit on a chair or the carpet for a short time. This is never in a corner or in the same place in the room. This is so children do not associate one particular place with being 'naughty'. During outdoor play pupils are encouraged to play nicely and share toys. Each day will be a fresh start!



12.0 COMMUNICATION WITH PARENTS

Where the behaviour of a child is giving cause for concern it is important that all those working with the child in school are aware of those concerns, and of the steps which are being taken in response. The key professional in this process of communication is the class teacher who has the initial responsibility for the child's welfare. Early warning of concerns should be communicated to the Key Stage Leader or Head of Prep School so that strategies can be discussed and agreed before more formal steps are required. A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems. It is not practical for teachers to report every misdemeanour to parents, but rather to inform parents of persistent low level disruption and once they have been in a break time detention more than three times in half a term.

13.0 MONITORING

- 13.1 The Head of Prep School will monitor minutes of KS meetings, playground communication books and general pupil behaviour around school. This will be discussed at regular meetings.
- 13.2 The policy will be discussed at staff meetings and updated annually.

Last reviewed November 2020

Next review due November 2021



APPENDIX I

SCHOOL RULES

The School rules support the behaviour policy and are in place to maintain discipline and regulate students' behaviour. They aim to:

- Promote good behaviour and respect
- Prevent bullying.
- Ensure that the pupils achieve their full potential.
- Regulate the conduct of pupils.
- The school rules also extend to outside the School premises when the behaviour is deemed to be bringing the School into disrepute, eg pupils misbehaving when wearing School uniform.

Appearance

A smart appearance is expected at all times whilst representing the school. We are proud of our uniform and, when worn, we expect our students to promote the school in a positive manner.

- Ties must be worn neatly and have shirts must be tucked in and top buttons done up.
- Shoes should be flat, i.e. not high heeled or excessively platformed.
- White ankle socks should be worn with the summer dress and navy plain tights worn with the kilt.
- Hair should be worn in a neat and manageable style. No hair dye is permitted and hair gel is permitted only to keep hair tidy, not for elaborate hair styles. Shoulder length or longer hair must be tied back and short hair must not touch the collar or fall below eyebrows. No extreme hairstyles are permitted.
- A named wrist watch may be worn from Year 3 upwards. Those with pierced ears may wear stud *sleepers* only. These must be removed during P.E. and this is required for health and safety reasons.
- Skirts must be no shorter than two inches above the knee.
- Nail varnish and makeup is not permitted.
- Blazers must be worn to and from school and for assembly.

PUPIL CONDUCT

Conduct in the Classroom

- Pupils should arrive for lessons on time.
- Pupils should organise themselves in an appropriate manner with the correct books and equipment.
- Pupils should not disrupt lessons or interfere with the work of others.
- Pupils are expected to note down homework given and ensure that it is completed within the given time frame. It is expected that parents look at this and acknowledge by signing in the Homework Diary. Pupils are not put in detention if the Diary is not signed.



Conduct around the School and on the School grounds

Pupils are expected to conform to the school rules and behave in an appropriate way at all times. It is expected that they obey any instructions from all staff without argument. Rudeness will not be tolerated. No running along corridors or pushing.

- When moving around the school please keep to the left of corridors and walk in a sensible and quiet manner, making way for adults, as well as holding doors for others.
- Keep to left hand side of stairs and corridors.
- Hold doors open and allow adults to enter before you.
- Stand aside to let Nursery children pass or adults with small children.
- Be mindful of others in class still working and keep noise to a minimum.
- Enter assembly in silence.
- The use of balls is not permitted near buildings and hard balls are not to be used at breaktimes and lunchtimes.
- Pupils are not allowed to wear headphones or earphones whilst walking around the school.
- Pupils are not allowed to play in parking areas.
- Pupils must keep to the allocated areas during lunchtime/breaktime.
- Pupils must not behave in a manner which may cause injury or danger to themselves or others.
- Pupils must not vandalise or damage School buildings, school property or the property of any individual in the school.
- Chewing gum is not allowed at school under any circumstances.
- School meals must only be consumed in the dining area.
- Pupils are expected to dispose of any litter in the appropriate bins

Conduct Before & After School

- In the morning Years 2-6 must wait inside St Joseph's court area (once a member of staff is on duty at 8.30am). Once in the court they must not leave without the permission of a member of staff on duty. If it is raining or poor weather conditions they must go to the Sports Hall.
- Running or ball games are not permitted in the court in the morning.
- Children and parents from Year 2 upwards must not enter classrooms or buildings before 8.30am, with the exception of putting musical instruments in the Music Room or when attending Booster classes or if permitted by a member of staff.
- Children must not play on the Foundation Stage playground or play with the toys in the toy sheds either before or after school.
- Nursery, Reception and Year 1 children may enter their classrooms after 8.30 am.

Conduct on School trips

When taking part in School trips, pupils should be aware that they are representing the School at all times. The following rules apply to conduct on School trips:



- Pupils must listen carefully to instructions and follow them without question.
- Pupils must not behave in any way which could bring the School into disrepute.
- Pupils must not behave in any way which could cause injury or serious danger to themselves or any other individual
- When representing the School in sporting fixtures, all the above School rules apply and exemplary behaviour is expected.

Personal Conduct

- Swearing will not be tolerated.
- Pupils must not make threatening racist, homophobic or sexist comments.
- Pupils must not engage in fighting or bullying or encourage others to behave in this way.
- Mobile phones are not permitted in the Prep School, unless in exceptional circumstances and agreed by the Head of Prep School.
- Pupils are not allowed to photograph or record any member of staff, pupil body or any other pupil without his or her knowledge and consent. This includes using mobile phones for such purposes.
- Pupils must not make remarks about the school or any pupils or staff members on any website, or in printed publications without prior agreement.
- Pupils must not carry large sums of money about their person (i.e. more than £5). It must be handed in to the class teacher in a named envelope.
- Smoking is not permitted anywhere on the school grounds.
- Pupils are not permitted to consume alcohol anywhere within the School or on the school grounds.
- Misuse or dealing in illegal and legal drugs is strictly prohibited anywhere within the School and its grounds. This is a serious offence and may lead to immediate expulsion and the police may be informed.

For reference, please see our Illegal Drugs and Substance Misuse Policy.

Relating to use of ICT: Please refer to Anti-bullying Policy/Cyber bullying and ICT policy.

- Follow the SMART principles and sign the E-Safety Agreement.
- The messages I send will always be polite and sensible.
- I will only use the computers/iPADs with permission and as instructed by the teacher.
- I will keep my computer user name and password secret.
- I will not upload photographs of myself and/or my friends which have been taken in school or whilst we are in school uniform onto social media sites.
- Pupils must not interfere with the work of others or the system itself.
- No one must create, store, transmit or cause to be transmitted material which is offensive, obscene, indecent or defamatory or which infringes the copyright of another person.



- Pupils must not gain or attempt to gain unauthorised access to other people's files or facilities or services accessible via local or national networks or transmit any confidential information about the School: they must not attempt to get around service limitations placed on network use by the School (or its agents).
- Pupils must not use school computers to access any social networking sites.
- Pupils, under the age of 13, must not under any circumstances use any social networking sites e.g Facebook or Twitter.
- Social Media should never be used in order to bully or intimidate any pupil or member of staff or behave in any way online which could bring the school into disrepute.

Rules during period of Covid-19 Pandemic

- Pupils must remain in their designated Year group/class area at all times, unless timetabled otherwise.
- Pupils must remain in their own play areas.
- Pupils must only use the toilets allocated to their year group unless they are in lesson in another part of the school.
- Pupils must be sensible when moving around the school and only use routes allowed. Walk on the left.
- Pupils must clean their hands regularly (when they arrive at school, when they return from breaks, before eating and before going home).
- Pupils must be respectful of others personal space, keeping 2M away from adults and pupils not in their year group or bubble.

Prohibited Items

The following items are prohibited and should not be brought into school under any circumstances:

- Knives or weapons
- Replica knives or weapons
- Alcohol
- Illegal drugs
- So-called 'Legal Highs' (which were reclassified as illegal in September 2016)
- Stolen items
- Tobacco, cigarette lighters and cigarette papers
- E-cigarettes/vape pens, their chargers and e-liquid
- Fireworks
- Pornographic images (either on electronic devices or on paper)
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the pupil found in possession of it).



In accordance with Department for Education guidelines on Searching, Screening and Confiscation (2018), the school reserves the right to search pupils or their possessions, without consent, where there are reasonable grounds for suspecting that the pupil may have a prohibited item on the premises. The school can seize any prohibited item found as a result of a search.

Security

- Pupils must not carry large sums of money about their person. If necessary, money can be left in a named envelope in the School Office.
- It is not advisable to bring any expensive items into school; personal tablets or laptops must be secured in lockers whenever they are not in use.
- Mobile phones must not be brought into school unless express permission has been given by the Head of Prep School (then they must be handed in to the office).
- The belongings of any individual in the School should not be taken, hidden, damaged or vandalised; the School uses CCTV cameras, and any pupil found damaging or stealing property will receive serious sanctions.
- If you see a stranger walking around the school site who is not wearing ID, such as a magnetic badge or lanyard, please alert a member of staff.

Playground Rules

Whole school rules are in operation during lunchtimes and breaks. These periods are influential and important times in a child's school day as children form friendships, structure their own play and exert self-discipline and responsibility towards others.

However, many lunchtimes and breaks can be a great source of stress for both children and staff. These stresses and concerns must be aired and addressed to avoid adverse effects on relationships, behaviour and learning in our school. Children are able to air concerns during Circle Time, via School Council Reps or directly to Class Teachers or other members of staff.

In order to manage behaviour and lessen disputes there are playground rules displayed and circulated to all staff regularly. There are rotas for football, netball, playing on the Ship and tidying up the toys. Playground Pals help on KSI playground and extra members of staff have specific duties to introduce a new game each week in order to give children a bank of ideas for games.

There are sufficient staff on duty in all playing areas and in the dining room and a duty rota is updated at least every half term. If a child fails to follow the Playground Rules they may be referred to the member of staff on duty.

There are four play areas:

Foundation Stage Playground

Football is only played in the marked area of the playground.



Key Stage 1 Playground

- Football can only be played in one end of the playground.
- 1 football and 1 netball out at any one time.
- There is a football rota displayed in the playground.
- If the ball is kicked out of the playground 3 times then it is 'out of play' and may be given back after ten minutes at the discretion of those on duty.

Key Stage 2 Playground

This consists of a court for football (no hard bouncy balls), a free playground area, a ship to climb on and when the weather is good a grassy area.

- Football in the court according to rota with no substitutions. No football outside the court until the orchard is in use. When the orchard is in use there is no football in the court as this creates a supervision issue.
- Netball shall be played in the Orchard court and there is a rota for this.
- There is a Ship Rota – classes may only go on the ship when it is their turn.

The Orchard

- Orchard rules include no climbing of trees or throwing of apples (see Orchard Rules in appendix)

The above rules also apply during clubs.

**In the interpretation of all school rules, the Headmaster's decision will be final.
The school cannot be held responsible for items lost or stolen.**



APPENDIX 2

Orchard Rules



We stick to the same court football rota, with Yrs 3-6 on bottom pitch and Yrs R/I/2 on pitch nearest railway line.

We will not pull or pick up plums or apples as this may disturb wasps. We do not throw apples.

We let teachers know if there is any mess left by foxes or other animals.

We do not play on the tarmac playground or in the court or cricket nets.

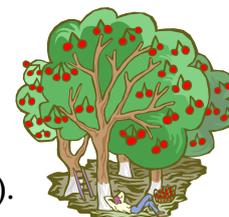
We do not climb trees.

We don't dig.

We do not do head stands



Please keep your shoes on (you don't want to be stung).



We don't go behind the Sports Hall or onto the path by the Jockey's Carpark. We don't play in the area between the court and cricket nets.

We will not touch plants as some can be dangerous.

THESE RULES ALSO APPLY BEFORE AND AFTER SCHOOL



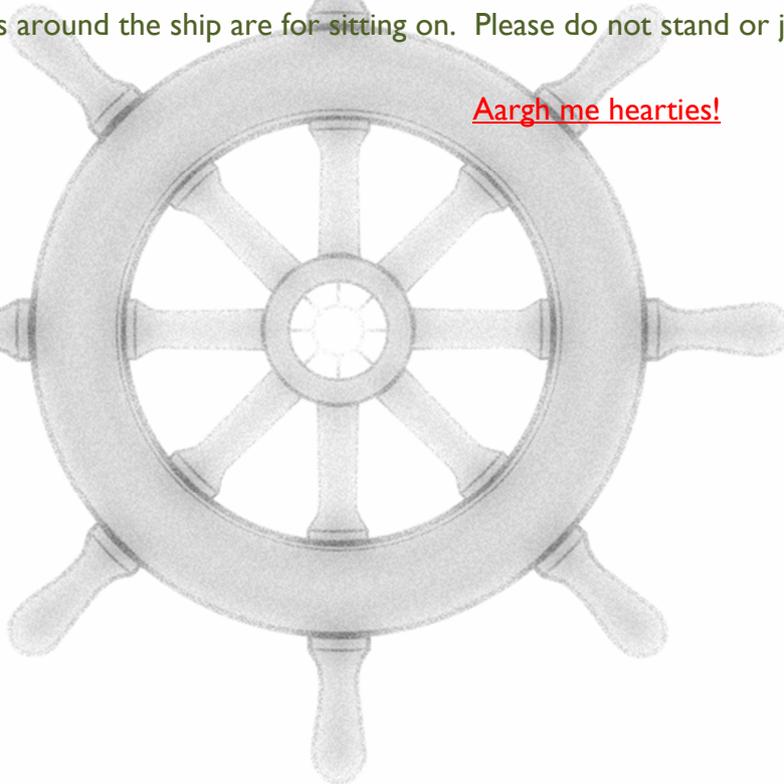
Ahoy there Ship Mates

Ship's Rules

1. Do not play on the ship unless there is a member of staff to supervise. **NOT BEFORE OR AFTER SCHOOL!**
2. Only 20 children may play on the ship at one time.
3. If the ship is wet you must not play on it.
4. The slide is for going down, not up!
5. Do not sit on the fence around the top or climb over it.
6. The benches around the ship are for sitting on. Please do not stand or jump on the benches.



Aargh me hearties!





14.0 ALSO REFER TO:

- Anti-bullying & Cyberbullying policy
- Equal Opportunity policy
- Learning Support policy
- Safeguarding & Child Protection policy
- PSHCE policy
- Illegal drugs and substance misuse policy
- E-Safety policy