



## **BUILDING BETTER BEHAVIOUR POLICY** **(including details of Rewards and Sanctions)**

**This Policy includes the Junior School and Senior School**

### **Links to other policies:**

Anti-Bullying Policy; ICT and Acceptable Use Policy; Suspension, Expulsion  
& Removal Policy

### **AIMS**

At Moorland School we believe in looking for and reinforcing the positive. It is the policy of the school therefore to accept children at the point at which they come to school, to expect the best from them and involve them in any process which is designed to modify and improve their behaviour.

We believe in having high expectations of children and in applauding each small step taken by any child toward better behaviour.

In school children are always to be left with a sense that they can and will do better in the future and that their teachers believe in them and are counting on them.

Many children come to school, behaving well and able to conform to the expectations which underpin the successful running of the school day. It is important that these children are not overlooked but are encouraged and have their good behaviour celebrated and affirmed. It is inevitable that some children will be unable to cope with the social demands made on them by school and such children need careful, consistent handling.

The aim of this policy is to determine the boundaries of acceptable and unacceptable behaviour. Remember that Moorland School is very selective on behaviour.

Overall, the purpose of this policy is to ensure that all members of staff:-

- Promote self-discipline and proper regard for authority among pupils,
- Identify and promote the underpinning values that we hold dear,
- Encourage good behaviour & respect for others and to prevent all forms of bullying among pupils,
- Ensure pupils' standard of behaviour is acceptable,
- Regulate pupils' conduct.

***Discipline is a straightforward exercise when there is a tripartite relationship between:-***

### ***Pupils***

Involving pupils can help reinforce school behaviour policies by active involvement in anti-bullying and harassment policies, and contributing ideas through school council and in class discussions.

### **Parents**

The school encourages parents to support good attendance and behaviour through regular contact with parents via parents' meetings and other means of contact (email, telephone etc). Parents and pupils will be aware that the school has a clear duty of care for all pupils who attend.

### **Staff**

It is important that the same high standards of discipline are maintained by all for a consistent approach. It is not helpful if one member of staff allows pupils do one thing when another reprimands for it. However, an empathetic approach must be followed for different situations regarding pupils. Just like the school complaints procedure, informal resolution is nearly always the first the way to deal with any problem relating to discipline. Most disciplinary problems can be resolved quickly and informally. Children are children; if mistakes are made then it is important for lessons to be learned and for the children to be allowed to move on. It is also most important to seize every opportunity to praise and encourage your pupils.

## **SCHOOL RULES**

School rules are outlined in the School/Home Agreement in students' Homework Planners.

All rules need to be discussed constantly and revisited by the class teacher many times, especially as new children begin school. Older children will often become good role models for the younger children and are expected to pass on good habits and help their younger counterparts.

### **Class Rules**

Senior classes should operate an age-related set of class rules, as established by each teacher in their own teaching space. Class rules must relate to:-

- \* A positive work ethic
- \* Caring for each other
- \* Appropriate conduct during lessons
- \* Behaviour around the classroom (particularly regarding safety) and
- \* Care of equipment

Everyday equipment must be checked and put away with care, as we believe that children who do not learn to respect and care for things in school will not be able to extend respect and care to others or to themselves.

### **General Comments on Discipline**

Minor breaches of discipline should be dealt with by the member of staff. It should be recognised that the ideal is to keep punishment to a minimum, consistent with good order and satisfactory work. Where punishment is necessary it is important to follow up and make sure the punishments are carried out, do not assume that they will be.

Staff should correct bad manners at the dining table, in the classroom and outside. Pupils should say good morning, stand aside at doorway entrances and stairways, stand up to greet adults entering a classroom and be generally polite at all times. Slovenly dress, poor speech, etc. should be corrected.

The member of staff on Boarding duty should pay particular attention to the fact that the school becomes a home after 4pm and at weekends. Liaison with Houseparents whilst on duty is very important.

## SENIOR SCHOOL ASSERTIVE DISCIPLINE SYSTEM

The Senior School uses RewardSystem, which allows all staff to record Rewards and Sanctions for all staff to see. It is important that staff aim to record positive as well as negative behaviour, and are consistent in their use of the system. Sanctions and rewards are then backed up on the central register for analysis and registration purposes.

Student planners are also used to reinforce the system and provide written feedback for students and parents, so that all the interested parties are aware of any debits or merits.

### There are many other possible rewards, including:

- Verbal praise – always the easiest to deliver and very effective...
- CONTACT PARENTS AND SAY WELL DONE !!!!!
- Achievement Award (termly)
- Student of the Term
- Student of the Year
- Trophies
- Prefect roles

### Possible Sanctions

There are many possible sanctions, including all of the following:

- Warnings
- Moving to another seat
- Redoing work
- Working in isolation (under supervision)
- Recreational isolation
- Litter picking
- Detention (lunchtime, after school, or Saturday/Sunday – see notes below)
- Weekly report
- Referral to the Headteacher
- Contact Parents (this must be only done in consultation with the Headteacher)
- Internal exclusion (ideal for boarders) \*\*
- Fixed term exclusion (suspension) \*\*
- Permanent exclusion (expulsion) \*\*

\*\* The conditions for exclusion (suspension and expulsion) are set out in the School Rules. Moorland School makes it very clear to pupils and parents that certain types of behaviour will have serious consequences.

This policy allows teachers to give students *Amber* and *Red Sanctions*, with explanations of why each Sanction has been given. An *Amber Sanction* should be issued to flag up a relatively minor breach of school rules, but where a verbal warning does not seem enough. Students should be aware that they have been given an *Amber* Sanction, and staff should record the occurrence in the mark section of their Planner.

## Moorland School Amber Sanctions

*Please note that any sanction involving a detention must be communicated to both parents and the Headteacher, and recorded on a tracker. This also includes being placed upon report. Weekend detentions must only be given if approved and sanctioned by the Headteacher, and after following appropriate parental discussions. These sanctions are advisory only the Headteacher reserves the right to bypass any stages and or impose stronger sanctions depending on the severity and nature of the offence, including the escalating to a Red sanction. This list of offences and sanctions is not exhaustive. Amber sanctions to be reset at the beginning of every new term.*

No	Amber Offences:	Rating	Sanctions
1	Inadequate prep or Incomplete work	3	<i>First Offence:</i> Verbal warning/prep redone <i>Second Offence:</i> Debit issued/prep redone <i>Third Offence:</i> Debit & Detention (Report Considered)
2	Late prep	4	<i>First Offence:</i> Verbal warning <i>Second Offence:</i> Debit issued <i>Third Offence:</i> Debit & Detention /prep redone (Report Considered)
3	No prep handed in	6 to 8	<i>First Offence:</i> Verbal warning & prep redone <i>Second Offence:</i> Debit issued & prep redone <i>Third Offence:</i> Debit & Detention /prep redone (Report Considered)
4	Prep diary not signed	2	<i>First Offence:</i> Verbal warning <i>Second Offence:</i> Debit issued <i>Third Offence:</i> Debit & Detention
5	Untidy or careless work	3	<i>First Offence:</i> Verbal warning/work redone <i>Second Offence:</i> Debit issued/work redone <i>Third Offence:</i> Debit & Work to be redone in a detention
6	Non-compliance with uniform rules	6 to 8	<i>First Offence:</i> Verbal warning <i>Second Offence:</i> Debit issued/ removal of non- uniform items/ Parents informed <i>Third Offence:</i> Debit & Detention/ removal of non-uniform/Uniform report/ Parents informed
7	Lack of co-operation in class	3 to 8	<i>First Offence:</i> Verbal warning <i>Second Offence:</i> Debit issued <i>Third Offence:</i> Debit & Detention/Daily report
8	Poor behaviour in playground	6 to 8	<i>First Offence:</i> Verbal warning <i>Second Offence:</i> Debit issued <i>Third Offence:</i> Debit & Detention/Daily Report
9	Poor behaviour in dining room	8 to 10	<i>First Offence:</i> Verbal warning <i>Second Offence:</i> Debit issued <i>Third Offence:</i> Debit & Detention, removal from dining room
10	Low level bullying such as name calling, and 'horse play', use of inappropriate 'banter'	5 to 8	<i>First Offence:</i> Verbal warning <i>Second Offence:</i> Debit issued/Detention & Behaviour Report <i>Third Offence:</i> Debit & Detention/Parents informed – Red considered

<b>No</b>	<b>Amber Offences:</b>	<b>Rating</b>	<b>Sanctions</b>
11	Defacing or damaging school property or property of others	8	<b>First Offence:</b> Debit issued – Charged for repair/replacement <b>Second Offence:</b> Detention issued – Charged for repair/replacement <b>Third Offence:</b> Headteacher to decide sanction and communicate this to parents
12	Out of bounds	7	<b>First Offence:</b> Reminded of appropriate, sanctioned areas <b>Second Offence:</b> Debit issued <b>Third Offence:</b> Debit & Detention issued
13	Use of mobile phones without permission or in lessons	7 to 10	<b>First Offence:</b> Phone confiscated for one week <b>Second Offence:</b> Phone confiscated for two weeks <b>Third Offence:</b> Phone confiscated until collected by parent
14	Failure to listen or obey instructions	7 to 10	<b>First Offence:</b> Verbal warning, possible debit issued <b>Second Offence:</b> Debit issued <b>Third Offence:</b> Debit & Detention & Behaviour Report
15	Answering a member of staff back	5 to 9	<b>First Offence:</b> Debit issued <b>Second Offence:</b> Debit & Detention, parental involvement <b>Third Offence:</b> Debit & Detention, parents invited in to discuss pupil concerns
16	Students swearing at students	8	<b>First Offence:</b> Debit issued <b>Second Offence:</b> Debit issued & Detention <b>Third Offence:</b> Debit & Detention, parental involvement
17	Inappropriate use of the internet including social media & phone apps.	7 to 10	<b>First Offence:</b> Debit & detention, parental involvement and loss of device for 1 week <b>Second Offence:</b> Debit & detention, parental involvement and loss of device for 2 week <b>Third Offence:</b> Loss of device for the term, banned from bring it back into school, parental involvement, and suspension and permanent exclusion also considered
18	Inappropriate behaviour in the school toilets, including the throwing of wet paper and the blocking of toilets	6 to 8	<b>First Offence:</b> Debit & detention, parents informed <b>Second Offence:</b> Debit & Detention, parents informed. Cleaning duties given for 1 week <b>Third Offence:</b> Debit & Detention, parents informed. Cleaning duties given for 3 weeks
19	Anti-social, behaviour in the Kitchen including not cleaning up after making a deliberate mess.	7 to 9	<b>First Offence:</b> Debit issued, and made to clean up if a mess has been made <b>Second Offence:</b> Detention issued, and made to clean up if a mess has been made <b>Third Offence:</b> Weekend Detention and parental involvement
20	Horse play and poor behaviour in the changing rooms	8	<b>First Offence:</b> Debit & detention, parents informed <b>Second Offence:</b> Debit & Detention, parents informed. Cleaning duties given for 1 week <b>Third Offence:</b> Debit & Detention, parents informed. Cleaning duties given for 3 weeks
21	Throwing other people's property out of the bag lockers. Items often get wet and damaged.	5 to 8	<b>First Offence:</b> Verbal warning <b>Second Offence:</b> Debit issued <b>Third Offence:</b> Debit & Detention
22	Internal truancy, and deliberately arriving late to lessons & registration	7 to 9	<b>First Offence:</b> Verbal Warning <b>Second Offence:</b> Debit & Detention, Attendance & Punctuality report and parental involvement <b>Third Offence:</b> Debit & Detention, Red report and parental involvement

## Moorland School Agreed Sanctions – Pg 4

**Boarding Sanctions:** - Please note that any sanction involving a detention must be communicated to both parents and the Headteacher, and recorded on a tracker. This also includes being placed upon report. Weekend detentions must only be given if approved and sanctioned by the Headteacher, and after following appropriate parental discussions. These sanctions are advisory only the Headteacher reserves the right to bypass any stages and or impose stronger sanctions depending on the severity and nature of the offence, including the escalating to a Red sanction. This list of offences and sanctions is not exhaustive.

No	<b>Amber Offences:</b>	Rating	<b>Sanctions</b>
1	Refusing to follow instructions from the Boarding and teaching staff	7 to 9	<b>First Offence:</b> Reported to Boarding Manager, sanction agreed with Assistant Headteacher <b>Second Offence:</b> Loss of privileges, an hour earlier bedtime, Headteacher notified <b>Third Offence:</b> Parental involvement and sanctions agreed
2	Being deliberately difficult or obnoxious towards staff	7 to 9	<b>First Offence:</b> Reported to Boarding Manager, sanction agreed with Assistant Headteacher <b>Second Offence:</b> Loss of privileges, an hour earlier bedtime, Headteacher notified <b>Third Offence:</b> Parental involvement and sanctions agreed
3	Silly, unhelpful or irritating behaviour towards staff	7 to 9	<b>First Offence:</b> Reported to Boarding Manager, sanction agreed with Assistant Headteacher <b>Second Offence:</b> Loss of privileges, an hour earlier bedtime, Headteacher notified <b>Third Offence:</b> Parental involvement and sanctions agreed
4	Silly, unhelpful or irritating behaviour towards each other	6 to 8	<b>First Offence:</b> Children spoken to, involvement of Boarding Manager <b>Second Offence:</b> Assistant Headteacher involved, low level sanctions considered <b>Third Offence:</b> Parental involvement and various sanctions, measures considered
5	Refusing to hand in items, such as mobile phones and laptops etc	8 to 9	<b>First Offence:</b> Reported to Boarding Manager, item confiscated for 2 days, parental involvement <b>Second Offence:</b> Loss of item for four days, Parental involvement <b>Third Offence:</b> Headteacher and parental involvement and sanctions agreed
6	Using electronic equipment after lights out	8	<b>First Offence:</b> Electronic items confiscated for one week, parents notified <b>Second Offence:</b> Electronic items confiscated for two weeks, parents notified <b>Third Offence:</b> Items removed to the end of that academic term, parents notified
7	Getting out of bed and general horse play after lights out	9	<b>First Offence:</b> An hour earlier to bed for children identified <b>Second Offence:</b> One week of earlier bedtimes, parental involvement <b>Third Offence:</b> One week of earlier bedtimes, parental involvement, further harder sanctions considered
8	Moving bedroom furniture without asking permission	4	<b>First Offence:</b> furniture moved back, children spoken to by Boarding Manager <b>Second Offence:</b> Headteacher involved, possible sanctions discussed
9	Having food and drink in your dorms	4	<b>First Offence:</b> Children spoken to, food removed <b>Second Offence:</b> Food removed and held for one week <b>Third Offence:</b> Food removed and not returned, parents informed
10	Borrowing or using other peoples things without seeking their permission	8	<b>First Offence:</b> Items returned pupils strongly spoken to <b>Second Offence:</b> Parents involved, and an earlier bedtime for the following day <b>Third Offence:</b> Parental involvement sanctions discussed with Headteacher

## Moorland School Agreed Sanctions – Pg 5

No	<i>Amber Offences:</i>	<i>Rating</i>	<i>Sanctions</i>
11	Going into other students dorms without seeking permission	7 to 8	<p><i>First Offence:</i> Children spoken to</p> <p><i>Second Offence:</i> One day earlier bedtime</p> <p><i>Third Offence:</i> Parental involvement and sanctions discussed</p>
12	Going into another students personal storage, draws and locker	10	<p><i>First Offence:</i> Pupils strongly spoken to, parental involvement</p> <p><i>Second Offence:</i> Parental involvement, possible suspension discussed</p>
13	Untidy dorm and communal areas	6	<p><i>First Offence:</i> Children reminded about communal living standards and expectations</p> <p><i>Second Offence:</i> Children to tidy dorm and an earlier bedtime considered</p> <p><i>Third Offence:</i> Children to tidy dorm and a period of earlier bedtimes considered</p>
14	Disrupting other students from enjoying themselves	8	<p><i>First Offence:</i> Children reminded about expectations, family living and general kindness</p> <p><i>Second Offence:</i> Earlier bedtime or loss of privileges considered, imposed</p> <p><i>Third Offence:</i> Parental feedback and agreed punishments enforced</p>
15	Being in an unauthorised or unsupervised area of the school, such as the kitchen	9	<p><i>First Offence:</i> Boarding Manager informed students receive an earlier bedtime</p> <p><i>Second Offence:</i> Headteacher informed and heavier sanction agreed and imposed</p> <p><i>Third Offence:</i> Parental involvement, and sanctions agreed</p>
16	Refusal to complete prep and disruption to prep	8	<p><i>First Offence:</i> Director of Studies and assistant Headteacher informed. Students forced to complete prep in their own time either in evening or during lunch</p> <p><i>Second Offence:</i> Headteacher informed, agreed sanctions imposed</p> <p><i>Third Offence:</i> Headteacher informed, Parental feedback sought, agreed sanctions imposed</p>
17	Refusing to partake in a previously communicated trip or visit	8	<p><i>First Offence:</i> Headteacher and Boarding Manger immediately notified, student spoken to</p> <p><i>Second Offence:</i> Parental involvement and expectations set</p>
18	Arriving back to school late, outside the previously agreed parameters.	10	<p><i>First Offence:</i> Children spoken to strongly and Headteacher and Boarding Manager informed</p> <p><i>Second Offence:</i> Students have trust removed and can only leave the school site on sanctioned trips for two weeks.</p> <p><i>Third Offence:</i> Parental involvement, students have trust removed and can only leave the school site on sanctioned trips for four weeks.</p>
19	Not carrying a key card whilst in the Boarding House	8	<p><i>First Offence:</i> Mobile phone held by the boarding office for 24 hours</p> <p><i>Second Offence:</i> Mobile phone held by the boarding office for one week</p> <p><i>Third Offence:</i> Mobile phone held by the boarding office until the end of the current term</p>
20	Leaving electrical items plugged in and unattended during school hours	10	<p><i>First Offence:</i> Mobile phone held by the boarding office for 24 hours</p> <p><i>Second Offence:</i> Mobile phone held by the boarding office for one week</p> <p><i>Third Offence:</i> Mobile phone held by the boarding office until the end of the current term</p>

21	Not wearing appropriate footwear at all times. Studded football boots should not be worn in the boarding house	8	<p><b>First Offence:</b> Mobile phone held by the boarding office for 24 hours</p> <p><b>Second Offence:</b> Mobile phone held by the boarding office for one week</p> <p><b>Third Offence:</b> Mobile phone held by the boarding office until the end of the current term</p>
----	---	---	--

## **Moorland School Red Sanctions**

**Please note that any sanction involving a detention must be communicated to both parents and the Headteacher, and recorded on a tracker. This also includes being placed upon report. Weekend detentions must only be given if approved and sanctioned by the Headteacher, and after following appropriate parental discussions. These sanctions are advisory only the Headteacher reserves the right to bypass any stages and or impose stronger sanctions depending on the severity and nature of the offence. This list of offences and sanctions is not exhaustive.**

No	Red Offences:	Rating	Sanctions
1	Smoking inside a school building or dorm	10	<b>First Offence:</b> Two week Suspension leading to probable expulsion.
2	Smoking in the school grounds	8	<p><b>First Offence:</b> Three day Suspension</p> <p><b>Second Offence:</b> One month Suspension</p> <p><b>Third Offence:</b> Instant Expulsion</p>
3	Caught smoking outside of the school grounds	6	<p><b>First Offence:</b> Letter home, and banned from leaving school site for 2 weeks.</p> <p><b>Subsequent Offences:</b> Subsequent sanctions to be communicated to parents and child concerned after committing the first offence.</p>
4	Cigarettes found and or matches, lighter	6	<p><b>First Offence:</b> Written warning; parents notified and a one week ban from leaving site.</p> <p><b>Subsequent Offences:</b> Subsequent sanctions to be communicated to parents and child concerned on committing the first offence.</p>
5	The supply of a class B drug	10	<b>First Offence:</b> Instant Expulsion
6	Caught using a class B drug	9	<p><b>First Offence:</b> One-month Suspension</p> <p><b>Second Offence:</b> Instant Expulsion</p>
7	Caught in the possession of a class B drug	8	<p><b>First Offence:</b> Two-week Suspension</p> <p><b>Second Offence:</b> Instant Expulsion</p>
8	In possession; supplying or using a class A drug	10	<b>First Offence:</b> Instant Expulsion
9	Theft, stealing monies and personal items	9	<p><b>First Offence:</b> Three-day Suspension</p> <p><b>Second Offence:</b> Instant Expulsion</p>
10	Alcohol, being intoxicated and bringing, consuming alcohol on the school site	8	<p><b>First Offence:</b> Two day Suspension</p> <p><b>Second Offence:</b> One week Suspension</p> <p><b>Third Offence:</b> Instant Expulsion</p>
11	Arson & Interference with Fire Prevention Equipment	7 to 10	<p><b>First Offence:</b> An Instant Expulsion or Suspension maybe considered depending on the offence</p> <p><b>Second Offence:</b> Suspension for a minimum of one week</p> <p><b>Third Offence:</b> Instant Expulsion</p>



<b>No</b>	<b>Red Offences:</b>	<b>Rating</b>	<b>Sanctions</b>
12	Fighting – Students seriously hurt	10	<b>First Offence:</b> One-week Suspension, although school reserves the right to go straight to an Expulsion <b>Second Offence:</b> Instant Expulsion
13	Bullying – Deemed serious enough to move from Amber based concern. Includes cyber bullying.	8 to 10	<b>First Offence:</b> Under the Red Offence 3-day suspension <b>Second Offence:</b> One to two-week suspension <b>Third Offence:</b> The school reserves the right to Instantly expel a pupil through any of these stages, should a pupil pose a risk to the happiness and welfare of others.
14	Serious Sexualised Behaviour including contact and indecent images, boys and girls in one another's dorms or in other unauthorised areas	10	<b>First Offence:</b> An Instant Expulsion or Suspension maybe considered depending on the offence <b>Second Offence:</b> Suspension for a minimum of one week <b>Third Offence:</b> Instant Expulsion
15	Swearing in front of Teachers, staff or visitors	6 to 8	<b>First Offence:</b> Debit, detention, parents notified <b>Second Offence:</b> 1-day Internal exclusion, parents notified <b>Third Offence:</b> 2 day Internal exclusion, parents notified
16	Swearing directly at Teachers, staff or visitors	8 to 10	<b>First Offence:</b> Internal exclusion, appropriate period to be set by SLT <b>Second Offence:</b> Suspension for a minimum of 3 days <b>Third Offence:</b> Suspension for a minimum of one week, expulsion considered
17	Threatening Behaviour to students or members of staff	8 to 10	<b>First Offence:</b> An Instant Expulsion or Suspension maybe considered depending on the offence <b>Second Offence:</b> Suspension for a minimum of one week <b>Third Offence:</b> Instant Expulsion
18	Disruptive behaviour in class	10	<b>First Offence:</b> Verbal warning <b>Second Offence:</b> Debit issued, Headteacher & parental involvement <b>Third Offence:</b> Saturday Detention, On Report & parental intervention
19	Inappropriate use of a mobile phone in class, includes videos and images, and recording in lesson time	8 to 10	<b>First Offence:</b> Phone confiscated for three days and debit issued <b>Second Offence:</b> Phone confiscated for a week, parents informed <b>Third Offence:</b> Phone confiscated until collected by parents, complete phone ban. Expulsion or Suspension maybe considered depending on the offence
20	The Carrying of dangerous items, including knives	10	<b>First Offence:</b> An Instant Expulsion or Suspension may be considered depending on the offence <b>Second Offence:</b> Instant Expulsion
21	Throwing stones or other objects that are dangerous	8 to 10	<b>First Offence:</b> Debit issued/Detention & Behaviour Report <b>Second Offence:</b> Debit issued/Detention & Behaviour Report, parental involvement <b>Third Offence:</b> Debit & Detention/Parents informed, suspension and or expulsion considered
22	Dangerous behaviour on the school transport	8 to 10	<b>First Offence:</b> An Instant Expulsion or Suspension maybe considered depending on the offence. However mostly likely to lead to a one-week transport ban. <b>Second Offence:</b> Instant transport ban or in extreme cases instant Expulsion

<b>No</b>	<b>Red Offences:</b>	<b>Rating</b>	<b>Sanctions</b>
23	Deliberate damage of school, staff or other children's property	7 to 10	<b>First Offence:</b> The school will consider their options depending on the extent and nature of the damage. Parents will be expected to pay for the damages or replacement costs. <b>Second Offence:</b> Suspension or internal exclusion for a minimum of one week <b>Third Offence:</b> Instant Expulsion considered
24	Leaving the School Site without permission	8	<b>First Offence:</b> Three-day Suspension, internal considered <b>Second Offence:</b> One-week Suspension <b>Third Offence:</b> Instant Expulsion
25	Leaving the School Site without permission at night, Boarders	10	<b>First Offence:</b> One-week Suspension, internal considered, an immediate expulsion maybe considered at any point. <b>Second Offence:</b> Two-week Suspension <b>Third Offence:</b> Instant Expulsion
26	Leaving the Boarding House at Night without permission but remaining on the school site	8	<b>First Offence:</b> Two-day internal Suspension <b>Second Offence:</b> One-week external Suspension <b>Third Offence:</b> Two-week external exclusion <b>Fourth Offence:</b> Instant Expulsion, although this will be considered at any point through this process
27	Serious anti-social or behaviour that is against the ethos of the school.	8 to 10	<b>First Offence:</b> Three-day Suspension, internal considered, an immediate expulsion maybe considered at any point. <b>Second Offence:</b> One-week Suspension <b>Third Offence:</b> Two week or Instant Expulsion

A student who receives multiple *Amber Warnings* will be asked to see the Head teacher or Assistant Principal, who will discuss the reasons behind the warnings with the student. Further help to improve behaviour might involve a programme of behaviour management, or further sanctions.

*Red Sanctions* received within any one half-term are dealt with as follow:

- 1 *Red* – no further action
- 2 *Reds* – Thursday lunchtime Detention; this Detention will be held in silence, from 1.25pm to 1.55pm
- 3 *Reds* – the student will be placed on Amber Review for the following week, Parents will be informed. Please see notes on Amber Reviews below.
- 4 *Reds* – the student will be placed on Red Report for the following week, Parents will be informed. Please see notes on Red Reports below.
- 5 *Reds* – the student’s Parents will be called in for a Review Meeting with the Headteacher. Other more severe Sanctions will be considered including After-school Detention, Saturday Detention, etc.
- 6 *Reds* – Other more severe Sanctions will be considered including After-school Detention, Saturday Detention, Fixed-term Suspension etc.

The whole purpose of *Red Sanctions* (debits) is to ultimately help the pupil by identifying trends in behaviour and giving support where needed.

Once on *Amber Review* or *Red Report* the problem behaviour needs to be ironed out. It is very important that parents are informed when a child goes on Review or Report. If the Review or Report is unsatisfactory, the Headteacher will be involved and parents will be called in, as shown in the 5 *Reds* detail above.

*Detention* will take place either during morning break or lunchtime – typically for completing or improving Prep or Class work; these are informal detentions and are to be organized between the class teacher and relevant students.

*Lunchtime detention for 2 Red Sanctions* (debits) in a half-term.

*After-school and weekend detentions* are for serious contravention of school rules, and multiple *Red Sanctions* (debits). They will be issued only after consultation with the Headteacher and parents. Work will be set by the member of staff who suggests detention and should be given to the supervising teacher prior to the detention period. Weekend detentions should be one of the last options.

## **POSITIVE BEHAVIOUR STRATEGIES**

- All staff, when considering behaviour strategies, must ensure that the individual and circumstances of the pupil are taken into account. Where appropriate class teachers should be consulted before a particular strategy is decided upon. Relevant background information should be recorded in the child’s individual pupil profile and passed on to staff as appropriate.
- Good work or behaviour is recognised through RewardSystem.
- Appropriate behaviour may also be rewarded with praise, positive parent contact or class rewards e.g in the Junior School, choosing time.
- Adults will always outline their expectations of behaviour i.e. what the child is expected to do and explain why their current behaviour is unacceptable.
- Adults will ensure that children fully understand the consequences of their present course of action and choosing inappropriate behaviour.

- Inappropriate behaviour will be dealt with as children will always be given the choice of how they wish to behave.
- After a certain period of time the child will be given the choice to behave appropriately and re-join the group or to remain separate.
- Class teachers will be informed of any inappropriate behaviour.
- Any continuing behavioural problems will be referred to the Headteacher, and parents informed and invited to meet and talk with the relevant staff.

For further information on dealing with continuous and serious problems please refer to the ***Expulsion, Removal and Review Policy***.

### **DEALING WITH DIFFICULT BEHAVIOUR**

Inevitably there will be some children, who because of difficulties they have faced prior to school admission, will need particular help and especially careful handling. Teachers must enlist support from at least one other colleague if a child is proving particularly difficult to handle. The Headteacher and Assistant Principal are always available to support teachers when existing systems do not bring enough progress and improvement.

Attempts should be made to clearly acknowledge the level at which the child is operating and adjust expectations and activities commensurately. The SENCO teacher is always willing to support special programmes of work.

Teachers undertake to make brief dated notes on any behaviour which is giving concern in the classroom. Often a pattern will emerge or a series of relatively minor incidents combine to give major concern. In such circumstances it is essential to have written notes as it is impossible to remember things accurately after the event.

In the final analysis a referral to the Headteacher or Assistant Principal will usually result in a dialogue with parents. Subsequent self-referral to Child and Family Therapy is possible. Often behaviour which is contained within school is symptomatic of serious behavioural difficulties in the home.

**The school does not use corporal punishment.**

### **ROLE OF THE HEADTEACHER & ASSISTANT PRINCIPAL**

The Headteacher and Assistant Principal are always on hand to offer support and advice to teachers and support or ancillary staff alike.

Being the ultimate authority in school it is unavoidable that there is very occasionally a confrontation with a child. They will always stay with a child in a crisis situation and will only return the child to the class when this has been resolved somehow, and when the child can see a way forward.

The Headteacher and Assistant Principal aim to build secure and strong relationships with children whose behaviour is proving a problem to themselves and others. They will specifically try to befriend such children and help them in their efforts to improve their behaviour.

In addition, they will work closely with any parents requesting support with a particular problem.

The Headteacher or Assistant Principal is responsible for sanctioning any home visits made and will receive a written report for each one. They will ask for the standard written notes made on any child with behavioural

difficulties which need their personal intervention, and will then undertake to give the teacher, the child and the family every possible support.

## **BULLYING**

- The school is absolutely committed to treating every incidence of bullying and racist name calling with great seriousness. Both things frequently manifest as part of a total picture of problem behaviour.
- In the case of bullying, the child who is bullying undoubtedly needs help, support and counselling, however first the bullying must be stopped in the interests of the other child or children. Both children are then carefully counselled, reassured and encouraged.
- Children are encouraged to write to their teacher or another member of staff if they find it difficult to talk to anyone. Any requests from a parent to investigate bullying are treated very seriously and acted upon immediately.
- Further information on how Moorland School deals with bullying is covered in detail in the ***Anti-Bullying Policy***.

## **SCHOOL COUNCIL**

The School Council meets termly. It has a chairperson and a secretary. The Council will discuss (under the guidance of a teacher) issues they believe are important to the effective running of the school and the happiness and welfare of the pupils.

The School Council will develop Rules for the pupils under the guidance of staff members. Suggested rules might be as follows:

*Be polite to the teachers and visitors.*

*No rude words!*

*No sharing of food unless a teacher says so.*

*Big children should not pick up little ones and swing them around.*

*Do not kick stones.*

*No climbing trees/fences.*

*Be nice to others - don't leave others out of any game.*

*Look after your equipment and uniform.*

*At lunchtime try to keep the noise down by not talking/calling to people on other tables*

*You must never leave the classroom without telling the teacher.*

*Don't ever go out to play unless sent by a teacher.*

## **Policy Review**

This policy will be reviewed as changes occur in school and behaviour management will need regular adjustment and constant re-evaluation. However, these are adjusted, the basic principles will remain the same.

**Children have a right to know where the boundaries lie in terms of acceptable behaviour and have a right to teachers who care for them enough to take a stand.**

*Updated by Jonathan Harrison (Headteacher), September 2015*

*Reviewed by Jonathan Harrison (Headteacher), September 2016*

*Reviewed and updated by Jonathan Harrison (Headteacher), September 2017*

*Reviewed and updated by Deborah Frost, Assistant Principal, September 2018*

*Next Review Date: September 2019*