



Ashton House Preparatory School

# **Behaviour Policy**

<b>Policy Title:</b>	<b>AHS Behaviour Policy</b>
<b>Version:</b>	Aug 2024
<b>Policy Summary:</b>	<b>This policy sets out the processes Ashton House School and EYFS setting will follow to create and maintain an environment that celebrates good behaviour and sanctions unacceptable behaviour.</b>
<b>Policy Owner:</b>	Wellbeing and Personal Development Lead
<b>Relevant to:</b>	All staff, parents and pupils
<b>Date introduced:</b>	January 2019
<b>Related School Documents:</b>	<ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Anti-Bullying Policy</li> <li>• Attendance Policy</li> <li>• Exclusions Policy</li> </ul>
<b>Date(s) modified/reviewed:</b>	<p>Reviewed March 2020</p> <p>Reviewed October 2022 GMS</p> <p>Reviewed March 2024 AS</p> <p>Reviewed Aug 2024 GMS</p> <p>Reviewed Sept 2024 CM</p>

# Behaviour Policy

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## **Requirements**

Ashton House School is required under the *Education (Independent School Standards) (England) Regulations 2014* to promote good behaviour amongst pupils through:

- Ensuring that a written Behaviour Policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupil misbehaviour;
- Ensuring that the policy is implemented effectively; and
- Keeping a record of the sanctions imposed upon pupils for serious misbehaviour.

The conditions of the Regulations also require that the proprietor ensures that bullying at the school is prevented in so far as reasonably practicable, by the drawing up and implementation of an effective anti-bullying strategy. See Ashton House School's Anti-Bullying Policy.

## **General**

In approving this policy, the Proprietor has consulted the Headmaster, staff, parents and pupils at Ashton House School. It will be reviewed as necessary. The Headmaster will seek the widest possible agreement for this policy, and will report at least annually to the Proprietor on its implementation.

The policy will be publicised to parents, staff and pupils yearly and will be published on Ashton House School's website, in accordance with the *School Information (England) Regulations 2008*. A copy of the policy will be given to all parents and prospective parents of pupils at the school. It will also be made accessible to parents whose first language is not English. The school and EYFS setting will consider translating the policy as appropriate.

The power to discipline applies to all paid staff with responsibility for pupils at Ashton House School, including teaching assistants and adult volunteers, unless otherwise stipulated by the Headmaster. Discipline can only be exerted on the school premises or elsewhere when the pupil is under the lawful control of the staff member.

## **School Ethos**

The Proprietor expects Ashton House School to be a place where:

- All individuals are respected and their individuality valued;
- Where pupils are encouraged to achieve;
- Where self-discipline is promoted and good behaviour is the norm;
- Where bullying is actively discouraged;
- Assigned work is completed; and
- Where rewards and sanctions are applied fairly and consistently.

Ashton House School and EYFS setting will regulate pupil behaviour through the Behaviour and Exclusion Policy in pursuit of these aims.

## **Moral Code**

Ashton House School policies promote high standards and will not tolerate bullying or any other anti-social behaviour that disrupts the learning and wellbeing of the school community. Ashton House School acknowledges that behaviour and discipline issues may signal complex social underlying causes, which Ashton House School will take account of, and do its best to counter.

## **Responsibilities**

### Proprietor

The Proprietor has general responsibility for the conduct of Ashton House School, including behavioural standards.

### Discipline Committee

The Proprietor will convene a discipline committee to consider any representations from parents with regards to the exhaustion of the disciplinary process having led to an exclusion.

### Headmaster

The Headmaster's role is to determine the detail of the standard of behaviour acceptable, to the extent that this has not been determined by the Proprietor. The Headmaster has the day-to-day responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

The Headmaster is expected to:

- Promote self-discipline and proper regard for authority among pupils;
- Encourage good behaviour and respect for others and to prevent all forms of bullying among pupils;
- Ensure that the standard of behaviour is acceptable; and
- Otherwise regulate the conduct of pupils.

### All Staff

Heads of Upper School, Lower School (and EYFS Lead) are charged with using their best endeavours to ensure that programmes of study and the methodology used in the department are well thought out and of a consistently high standard.

All staff are expected to encourage good behaviour and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently. Well-planned, interesting and demanding lessons make a major contribution to good discipline.

## **Standards of Behaviour**

Ashton House School has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a child enters the premises.

All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

Punctual attendance at school and lessons is required at Ashton House School, as is adherence to Ashton House School's uniform requirements.

All absence from lessons must be explained and unexplained absence will be followed up. See Ashton House School's Attendance Policy.

It is understood that there will be variations in staff acceptance and tolerance of pupils' behaviour in class depending on the nature of the class and content of the lesson, but behaviour which does not allow constructive teaching and learning is totally unacceptable at Ashton House School and all staff have a duty to ensure that such behaviour is not tolerated.

Through effective communication, Ashton House School endeavours to ensure that staff apply all standards consistently and fairly.

### **Rewards and Sanctions**

All rewards and sanctions must be applied fairly and consistently. None of Ashton House School's sanctions will ever be discriminatory, degrading or humiliating.

#### Rewards

Ashton House School will always recognise exceptionally good behaviour from both individual pupils and whole classes. Good behaviour will be appropriately recognised by the award of House points, Dojo points, stickers and Character Awards.

#### Sanctions

Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break Ashton House School rules or who fail to follow a reasonable instruction. Staff, pupils and parents will be made aware of the well-established and clear sanctions in place.

Sanctions are to be consistently and fairly applied in line with this policy. Sanctions imposed may vary according to age and circumstance.

Sanctions should be applied when rewards have failed, or where it is necessary in the circumstances to show appropriate disapproval.

All staff must seek to ensure that sanctions are proportionate to the offence, and should enable pupils to make reparation where possible. The sanction applied should be as constructive as possible.

The following sanctions may be used in the school in appropriate cases:

- Completion of work at home or extra work (within Ashton House School or at home);
- Carrying out useful tasks to help the school;
- Removal from the group/class or particular lesson;
- Confiscation of property in the case of disciplinary issues concerning prohibited or banned items.
- Withdrawal of break or lunchtime privileges;
- Withholding participation in educational visits or sports events which are not essential to the curriculum;
- Fixed and permanent exclusion

#### Pupils Who Have Made Malicious Accusations Against a Member of Staff

A pupil found to have made a Malicious Accusation Against a Member of Staff will be liable to the same sanctions outlined above.

#### **Bullying**

Ashton House School actively discourages bullying amongst pupils. See the Anti-bullying Policy for full details on how the school works to prevent bullying and how instances of bullying are handled; both in terms of the victim and the bully.

#### **Banned Items**

Ashton House School is required to clearly publicise what items are banned. The following items are banned at Ashton House School:

Knives and /or any bladed implement

Any article or item likely to cause offence e.g. racist or sexist literature

Some electronic items (more details to be found in the Acceptable Use Policy)

#### **Reasonable Force**

Reasonable force may be used at Ashton House School, but only in situations where it is deemed to be required.

‘Reasonable’ means using no more force that is warranted and only in situations where it is required. Any member of staff and any volunteer or parent who has temporarily been put in charge of pupils has the legal power to use reasonable force.

Members of staff, volunteers or parents who have temporarily been put in charge of pupils at Ashton House School have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, to conduct a search and to maintain good order and discipline in the classroom.

Reasonable force may be utilised by authorised staff when conducting a search without consent for a prohibited item or any items used to commit an offence or cause harm. Force cannot be used to search for items banned only under Ashton House School rules.

Due regard will be paid to the use of reasonable force on special educational needs and disabled pupils and those with behavioural problems.

Members of staff at Ashton House School are not expected to put themselves at risk.

Staff at Ashton House School may use force in the following situations:

- To prevent a child from harming themselves
- To prevent a child from harming someone else
- To prevent a child from causing wilful damage to property

### **The Power to Discipline Beyond the Gates**

Pupils can be disciplined beyond the Ashton House School gates to such an extent as is reasonable.

e.g. if on a school outing or residential visit

### **Exclusions**

Only the Headmaster can exclude a pupil. Recommendations for exclusion can only be made by the Deputy Head, Heads of Upper and Lower School or EYFS lead.

A separate Exclusions Policy exists to set out the processes Ashton House School and EYFS setting will follow if the behaviour processes outlined in the school's Behaviour Policy have been exhausted and an exclusion is being considered.

### **Behaviour Support Systems**

Ashton House School has a number of programmes and techniques for supporting behaviour management. These are: high expectations for pupil behaviour and a system of positive reinforcement of acceptable and desirable behaviour with rewards for good behaviour.

A record of incidences may be kept if a child repetitively breaches the school rules.

Ashton House School is diligent in monitoring patterns of poor behaviour for indications of safeguarding issues and will implement safeguarding mechanisms where appropriate.

Ashton House School including the EYFS setting is also sensitive to the possibility that continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, Ashton House School will consider whether a multiagency assessment is necessary.



### Involvement of Parents

Parents will be involved in discipline cases as appropriate. Individual staff will not involve parents in discipline issues without first informing the Headmaster.

Parents are also encouraged to support good behaviour and positive habits in their children. Schools are no longer required to hold home school agreements. Ashton House School will continue to foster positive relationships between the educational settings and home.

### Involvement of Staff

The working of Ashton House School's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with pupils regarding behaviour expectations.

Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. Training in behaviour management will be provided from time to time.

### Involvement of Pupils

Article 12 of the *UN Convention on the Rights of the Child* allows children who are capable of forming views the right to express those views. The School Council will be involved in reviewing Ashton House School's behaviour and anti-bullying procedures and in the school's programmes to reinforce self-discipline and positive work and behaviour patterns.

The Headmaster is responsible for ensuring the positive contribution of pupils.

In particular, the Headmaster in collaboration with the Special Educational Needs Co-ordinator (SENCO), will ensure that the needs of SEN pupils are properly considered, and their participation in the consultation process is assured.

### **Equal Opportunities**

The Proprietor and Headmaster will ensure that any actions taken under this policy will be in accordance with Ashton House School's equal opportunity policies and procedures. Ashton House School is passionate in its duty to proactively prevent discrimination.