

Peponi House Preparatory School Nairobi, Kenya



Behaviour Policy

Including rewards and sanctions, discipline and exclusion

Peponi House Values and Expectations

At Peponi House we see ourselves as a family that cares about one another. As in all families, it is important to set clear boundaries to ensure that we have a safe and supportive environment that promotes respect for self and others as well as for teaching and learning.

We, the educators, represent authority at school, just as parents represent authority at home. It is important that our school community - including parents, pupils, teachers, administration and support staff - works together to promote and encourage the following values:

- All individuals in the school community will treat others with respect, concern, caring and fairness;
- All individuals in the school will display good citizenship and acknowledge responsibility for their behaviour;
- Pupils are expected to attend all classes, arrive on time and actively engage in the tasks;
- Teachers have the right and duty to model and teach the principles of respect for others and responsibility for one's actions;
- Teachers will establish and use behavioural consequences in an educational manner, helping pupils to appreciate the purpose of rules, the importance of making amends, and the taking of responsibility for improving their behaviour;
- Pupils have the right to be treated with respect, to expect fair and consistent treatment from teachers and to be able to voice and have their opinions heard in a respectable forum;
- Pupils have the responsibility to be aware of and abide by school rules, regulations and procedures.

Parents are expected to support the school in the implementation of this policy

Generally speaking we have very well behaved pupils who show respect and are kind to others. Most of our pupils set high standards for themselves with regard to both effort and achievement at all levels. We are indeed fortunate to work with these young people.

School Rules

Our school rules are divided into two groups, so as to emphasise the importance of showing respect, and taking responsibility. You may find it helpful to read through these rules with your children before they join the school and to explain anything that they do not understand.

Moral Values – ‘Golden Rules’. These rules are based on respect.

We show respect for:

- Other people’s feelings, opinions, beliefs and cultures
- Property
- Our work and ourselves

We show respect by:

- Listening without interrupting
- Being helpful and kind to others
- Celebrating the success of others
- Telling the truth
- Avoiding the use of bad language
- Wearing our school uniform with pride

Practical Rules - These rules all help to protect us.

- We think before we act
- We look out for the safety of others
- We wear our hats for outdoor activities, including break-time
- We walk on paths and concrete areas
- We only bring food, sweets or money to school by invitation on special occasions
- We know that there are some rooms/areas we may not enter without permission

Praise and Reward - PEPONI House Points

PE: Personal Effort P: Performance O: (Thinking of) Others N: Neatness I: Impressive

Throughout the school, **House Points** are awarded for effort in the classroom and to reward good conduct. The Houses compete against each other, and the members of the House which accumulates the most points enjoy a treat (e.g. House barbecue). Children who perform exceptionally well are awarded a certificate at Final Assembly.

In the Junior Department, we also offer the incentive of a weekly **Golden Time** session, during which children choose from a selection of ‘fun’ activities. Especially good behaviour is rewarded by a child’s name being entered in the **Golden Book** and their success is shared in Junior Assembly.

Another way of rewarding the positive is by issuing a **merit certificate**, which a child is encouraged to bring home to share with his/her parents, thereby giving you the opportunity to celebrate your child’s achievement.

Sanctions

Normally, when a child misbehaves and/or breaks a school rule, an encouraging, corrective word from the teacher will achieve the desired result. First and foremost, it is important that children understand the reason why this behaviour is undesirable, so teachers are encouraged to give a clear explanation and to discuss the problem with the child.

We believe that there also needs to be a clearly understood and consistently applied system for use when inappropriate behaviour is in obvious breach of the accepted code. A child may lose a House Point if they continue with poor behaviour after having been warned. If a child loses three House Points within a week, this will be communicated to the parents and the child will be expected attend a Deputy Head's

Inappropriate behaviour of any nature should provide an opportunity to better educate our children on how to be better citizens and role models for others. Punishment of such behaviour has limited value if the child does not learn from their mistakes and the ethos of rules and sanctions at Peponi House is aimed at helping us lead socially and morally better lives.

Losing House Points and Demerits

A house point will be taken away for negative behaviour and minor offences, usually after at least one verbal warning. For example, a child may deliberately and continually have his shirt untucked and if the same teacher warns against this, the child will lose a house point. The loss of 3 house points in a week will result in Community Service or a one hour detention on Friday at 4:15pm with the Deputy Head Pastoral. In the case of a detention, the DHP will inform parents by the Thursday. If a child is carrying out Community service parents will be emailed or called to explain why the child is carrying out Community Service. Loss of a house point should not occur for bad work or lack of effort in work but for breaking the school rules. **Losing three house points is a disciplinary incident that is taken seriously. Staff must be able to justify to parents and the DHP why a house point is taken away.**

A child may be given a Demerit outright for a major offence, **but this must be sanctioned first by the HM or DHP**, as a "follow-up" will probably be necessary. Three demerits in the one term may lead to the child being suspended. A Demerit is a written record that remains on a child's file. The consequences of a demerit are at the discretion of the DHP and the HM.

Detention

This can be given to those pupils who are not putting in adequate effort into either their class work or homework. It is also given as a result of the loss of 3 house points.

Detention is one hour on a Friday supervised by the DHP after school doing work set by the teacher who is giving the detention or by the DHP. Where possible the parents are given at least 24 hours' notice so as to be able to arrange the delayed collection of their child. The DHP will inform parents of any detention given.

For serious misdemeanours the HM or in his absence the DHP reserves the right to send a child home should they deem it necessary and appropriate.

Exclusion

In extreme circumstances, the Headmaster may decide that a fixed term exclusion is deemed appropriate. This would be in the event of a physical attack, extreme verbal abuse, persistent bullying or some other severe misdemeanour. In this event, the parents would be summoned to the school and briefed on the situation, after which they would be asked to remove their child for a fixed period.

Permanent exclusion would only occur in exceptional circumstances, after full consultation with the parents.

Members of the Board of Directors would be informed of any fixed term or permanent exclusions.

Right of Appeal

Parents have the right of appeal, following the published complaints procedure.