



PEPONI

HOUSE

Behaviour Policy

Including rewards and sanctions, discipline and exclusion

To be reviewed by:	Board of Directors Head Deputy Head Pastoral
Date of Policy:	January 2024
Review Frequency:	Annually
Review Date:	January 2025

Peponi House Values and Expectations

At Peponi House we see ourselves as a family that cares about and respects one another fulfilling our aims as a 'school of many nations, a family of one'. 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:

- i. All individuals in the school community will treat others with respect, concern, caring and fairness;
- ii. All individuals in the school will display good citizenship and acknowledge responsibility for their behaviour;
- iii. Pupils are expected to attend all classes, arrive on time and actively engage in the tasks;
- iv. Teachers have the right and duty to model and teach the principles of respect for others and responsibility for one's actions;
- v. 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;
- vi. 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;
- vii. 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:

- i. Other people's rights to learn
- ii. Other people's feelings, opinions, beliefs and cultures
- iii. Property
- iv. Our work and ourselves

We show respect by:

- i. Listening without interrupting
- ii. Being helpful and kind to others
- iii. Celebrating the success of others
- iv. Telling the truth
- v. Avoiding the use of bad language
- vi. Wearing our school uniform with pride

Practical Rules - These rules all help to protect us.

- i. We think before we act
- ii. We look out for the safety of others
- iii. We wear our hats for outdoor activities, including break-time
- iv. We walk on paths and concrete areas
- v. We only bring food, sweets or money to school by invitation on special occasions
- vi. 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: Inspiring

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 the termly 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 take home to share with his/her parents, thereby giving them the opportunity to celebrate their child's achievement. These are handed out at the weekly Friday assembly and can be for an exceptional piece of work, showing kindness or helpfulness beyond what is expected, exceptional sportsmanship, etc.

Every week House Points are collected by the Form Tutor/Taker who records them on the school's MIS. A running total will be kept and further certificates and badges will be awarded at various appropriate milestones, within the school year. Badges may be worn on blazers (Year 7/8) or on fleeces (Year 1-6). The milestones are:

Year 7/8	Year 5/6	Year 1-4
Bronze- 100 House Points Silver – 250 House Points Gold – 400 House Points	Bronze- 200 House Points Silver – 400 House Points Gold – 650 House Points	Bronze - 350 House Points Silver – 600 House Points Gold – 800 House Points

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. The mantra is to always 'have the conversation' with the pupil. This is called the 'warning'.

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 receive a demerit if they continue with poor behaviour after having been warned. If a child receives 3 demerits within a week, this will be communicated to the parents and the child will be expected to attend a Head of Section (Juniors, Middles or Seniors) Lunch Break Detention.

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. Sanctions for such behaviour has limited value if the child

does not learn from their mistakes. The ethos of rules and sanctions at Peponi House is aimed at helping us lead socially and morally better lives.

The school reject the use of corporal punishment.

Demerits (Stage One)

A demerit will be issued for negative behaviour and minor offences, usually after at least one verbal warning, with the opportunity for the pupil to 'get it right' or 'set it straight'.

A demerit may be issued for poor work or lack of effort in work, as well as for breaking school rules ie. falling short of what is expected from a Peponian.

SMT Detention (Stage Two)

Three demerits in a week will result in a Lunch Break Detention with the Head of Section. This detention will also involve a time for reflection and an apology, written or verbal. If a child attends a Lunch Break Detention, parents will be emailed or called to explain why and how we are helping to correct the behaviour. **Being handed three demerits is a disciplinary incident that is taken seriously, and staff should be able to justify why this has happened to either the DHP and/or parents.**

Deputy Head (DHP) Detention (Level Three)

If a child persists with the negative behaviour which results in further demerits, he/she will be called to a one-hour detention after school, with the Deputy Head Pastoral. In the case of a detention, the DHP will inform parents and a time will be arranged.

A child may be given a DHP detention outright for a serious misconduct such as physical behaviour, swearing and damage of property, **but this must be sanctioned first by the Head or DHP**, as a "follow-up" with parents will be necessary.

Exclusion (Level Four)

In the case of serious misconduct, such as a physical attack, extreme verbal abuse, persistent bullying or some other severe offence the Head will appoint a member of senior staff to conduct an investigation and a serious misconduct hearing will be convened. The parents will be invited to the serious misconduct hearing, and where it is age appropriate the child will also be invited.

The outcome of the investigation will be shared in writing with parents and the parents will have an opportunity to respond in writing up to 24 hours prior to the serious misconduct hearing.

The sanctions which may be applied following a serious misconduct hearing are fixed term exclusion and the parents will be required to remove their child for a fixed period of no more than 3 days. It may also be the case that the Head decides to issue an internal fixed term exclusion, where the pupil will be internally excluded but supervised at school where the appropriate of intervention or reflection will take place. This will be for no more than 3 days.

Depending upon the nature of the misconduct the Head may make the decision that the child may be temporarily excluded from school whilst the investigation is completed in order to protect and support all pupils involved. In this case work will be provided.

Permanent exclusion will only occur in exceptional circumstances following a misconduct hearing.

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

Right of Appeal

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

Rewards at Peponi House

Verbal praise or encouragement by the member or members of staff present, with the thought that we are constantly praising and encouraging good behaviour

House Points

Awarded by teachers for helpful / thoughtful / good behaviour in the following categories:

PE: Personal Effort

P: Performance

O: (Thinking of) Others

N: Neatness

I: Inspiring

- Recorded in the pupil's Homework Diary, under various categories.
- Form tutors/teachers record a pupil's weekly house point total, every week on the MIS.
- A running total is kept for pupils to receive Bronze, Silver or Gold badges at various milestones.

Merit Certificates/ Golden Book

- Awarded by subject teachers for exceptional pieces of work or pupils demonstrating great improvement or outstanding Peponian qualities.
- Certificate handed out in Friday assembly with the reason given.
- Pupils in Year 1-4 will have their names added to the Golden Book and will be read out in the weekly assembly, along with being awarded a certificate. Star of the week receives a 'Fums' Up Friday certificate in celebration of good behaviour and work ethic.

Effort Grades

- Pupils who receive only 1s and 2s for the end of term effort grades will receive an effort certificate.
- Those who score more 1s than 2s and no 3s or 4s receive an outstanding effort prize.

Cock House Cup

- The House Points total is accrued over each term and forms part of the Cock House Cup.
- Totals for each house determine the winner of the House BBQ at the beginning of the following term, or end of the April Term.

Prize Givings

- At the end of every term, a prize giving is held where pupils are awarded a variety of certificates and cups for effort grades, house points, sports team awards, colour awards, sports boy and girl of the term and the Cock House Cup for winning house.

Sanctions at Peponi House

Verbal Warning

Incidents in class or around the school receive a warning from the teacher, as appropriate. Teachers are encouraged to have the conversation with pupils who have got it wrong. This is better done in private and could involve an opportunity to finish off work, if necessary.

Pupil Progress Card

Given for poor application in lessons. To be shown to form tutor on a daily basis and monitored by them and Head of Section. This can be issued at any stage of the process and will involve the pupil having the card signed by the teacher in every lesson

STAGE 1 – Demerit

- Given for being a persistent nuisance or for misdemeanours such as calling out, being out of bounds, lateness, incorrect uniform, not doing work after help has been offered
- Handed out following sufficient warnings or if the offence warrants a demerit, outright
- Recorded on HUBMIS and in the pupils Homework Diary, as well as having a conversation.
- There could also be an opportunity to complete work, if necessary.

STAGE 2 –SMT Detention

- Given for more serious offences, for persistent misbehaviour in class or for three demerits.
- Detention is taken during a morning or lunch break
- Recorded on the MIS.
- Parents are informed through the MIS

STAGE 3 - Deputy Head's Detention (60 minutes)

- Takes place at the end of a school day.
- The detention is supervised by the Deputy Head and will involve an opportunity to reflect and make amends for what has transpired.
- Pupils may be put straight into this for serious offences eg dangerous physicality.
- Recorded on the MIS
- Parents informed and met with, as appropriate.
- This can be for the second SMT detention in a term.

STAGE 4 – Exclusion

Following a very serious transgression or transgressions, the Head may decide that a pupil be internally suspended or externally excluded.

- A serious misconduct investigation and hearing will take place
- Recorded on the MIS and on the Serious Sanctions Log
- The internal suspension will involve a pupil coming to school but being separated from class and set specific work.
- An external exclusion will be no longer than 3 days where a pupil will be removed from school and asked to stay at home.
- Parents will be called for a meeting before the suspension/exclusion as well as after.
- The Board will be informed

Prize Givings

- At the end of every term, a prize giving is held where pupils are awarded a variety of certificates and cups for effort grades, house points, sports team awards, colour awards, sports boy and girl of the term and the Cock House Cup for winning house.