



Clifton College Preparatory School

Policy for the monitoring of good and bad behaviour and the implementation of sanctions and rewards

Definition/ Rationale

As an integral part of the high level of pastoral care offered to all children in the Pre, the monitoring of good and bad behaviour is treated with the utmost importance. We believe that children thrive best in an environment which clearly outlines boundaries of acceptable conduct and one in which strategies and incentives for improvement, sanctions for misconduct and rewards for good conduct are viewed in equal measure, and work hand in hand to prepare the individual for 'life beyond the Pre'. We endeavour to instil in all children under our care, a knowledge and understanding of right from wrong, whilst accepting that no two individuals are the same with regard to such expectations. Although our policy is founded upon a set protocol and a formality of procedure, we finally believe that the way to succeed is an innate flexibility achieved primarily through the pastoral systems of each individual House – which will enable individual children to accept and improve upon their shortcomings and to take pride in and benefit from their own personal achievements.

Disciplinary Protocol and Procedure

- Minor academic and behavioural shortcomings are normally dealt with by the class teacher, with relevant information passed on to the Tutor and/or HoM if appropriate.
- For more significant academic shortcomings, such as unacceptable classwork, laziness, or incomplete preps, the class teacher may enter the child into Detention for a period of either 30 or 60 minutes. The class teacher should enter the child's name on the green detention sheet in the Common Room, stating the reason for entry and the length of the detention and should then inform the child's HoM accordingly. The detention will be supervised by one of the School Duty team.
- For more significant behavioural shortcomings, such as rudeness, repeated lack of cooperation, unkindness, or use of inappropriate language, the class teacher may give the child an SP (Signed Paper). The teacher will inform the child's HoM, who will ensure the completion of the SP within 48 hours of receipt. The SP will be noted on the child's House profile.
- For major behavioural shortcomings, such as extreme rudeness, use of bad language, contravention of the Anti-Bullying Policy or behaviour which compromises the name of the school or the emotional and/or physical safety of another child, a member of staff may place a child directly into Detention. Again, the child's name will be entered onto the pink sheet in the Common Room and his/her HoM informed accordingly. During the detention, the Deputy Head Pastoral will discuss the misdemeanour with the child and offer strategies for avoidance of future recurrence. The Deputy Head Pastoral will then write to the child's parents, outlining the details of the detention and will include the child's written response to the advice given.

- Upon receipt of three concurrent SPs, a child will automatically attend Friday detention, for which the same procedure and criterion will apply, as outlined above.

Procedures and Practices

Whilst the Deputy Head Pastoral has overall responsibility for the implementation of the above, a pupil's Housemaster/mistress bears the initial responsibility in almost all cases. Teaching staff will liaise directly with Tutors and Housemasters/mistresses over matters of classroom discipline and reward. Most minor misdemeanours will be dealt with in class, but occasionally Housemasters/mistresses will follow up complaints and incidents will be noted in the House Incident Book. In exceptional circumstances, misdemeanours will be referred directly to the Deputy Head Pastoral, who will deal with the situation in liaison with the child's HoM and, where appropriate, the Headmaster. On rare occasions, the Headmaster will deal immediately with misdemeanours, if decided to be of the most serious nature.

The Deputy Head Pastoral will discuss these procedures with the Headmaster on a regular basis and if specific trends are identified with regard to individual pupils, then they may become subject to a serious disciplinary procedure, which may lead to suspension, or even exclusion, if deemed appropriate by the Headmaster. Under normal circumstances, the Headmaster will adopt a "three strike policy" of suspension before exclusion is considered. These measures will be taken only under exceptional circumstances.

The Headmaster will also reserve the right to suspend a child for one-off misdemeanours if deemed to fall into the most serious disciplinary categories; these might include unprovoked physical violence; racist comments; exceptional rudeness to staff; serious bullying; intentional damage to school property; theft. Such decisions would never be taken lightly, and would be made after close and careful liaison with all parties concerned, including the child's parents. This process will include:

- i) Collation of accurate facts from all reporting parties.
- ii) A phone call to the child's parents from the child's HoM to arrange a meeting with the Headmaster and to outline the nature of the misdemeanour.
- iii) A formal meeting between parents and the Headmaster, during which the rationale behind the reasons for the sanction will be quantified and explained.

Expulsion

A pupil may be formally expelled if it is proved on the balance of probabilities that he/she has committed a very serious breach, or persistent breaches of the Sanctions Policy – or has committed a criminal offence. In such cases, the Head will act with procedural fairness and his decision may be subject to a Panel Review, if requested by the parent. Parents will be given a copy of the Review procedure and will be requested to keep the child away from school pending the outcome of the review. (For further details regarding expulsion, please refer to parental terms and conditions, Section G, subsections 66-72)

Corporal Punishment

No member of staff at Clifton College may use any degree of physical contact which is deliberately intended to punish a pupil, or which is primarily intended to cause pain

or injury or humiliation. This ban on corporal punishment is absolute. It applies regardless of the seriousness of the pupil's misbehaviour, or the degree of provocation.

(Please also see 'Policy for Dealing With Serious Disciplinary Issues' – Copy available from the school on request)

Rewards and Incentives to encourage Good Work and Good Behaviour

Classroom and House based rewards for good work and good behaviour are common place.

- Class teachers will commend a pupil for effort and/or achievement in a specific piece of work by awarding a GW (Good Work). This will then be signed, praised and acknowledged by the child's Tutor, and will be recorded on the child's House profile.
- Commendation for outstanding or exceptional work will result in the award of a SeeHM (See Headmaster), where the child will personally present their work to the Head for his comment and congratulation. Again, this achievement will be recorded on the child's House Profile. Accumulation of three SeeHMs will result in the presentation of an Academic Commendation Certificate. This is presented by the Headmaster in front of the whole school during a morning assembly.
- 'Good Egg' slips are awarded to children for acts of kindness, loyalty and other examples of exemplary behaviour. Accumulation of five slips will result in the presentation of a Behaviour Commendation Certificate. Again, this is presented by the Headmaster during a morning assembly.
- Houses present prizes and awards termly for GWs and SeeHMs gained, as well as for demonstration of good behaviour throughout the term. Both Deputy Heads and the Head will also acknowledge significant awards during School assembly on a regular basis.

Conclusion

It is the policy of the School to treat all the children fairly and consistently. All sanctions and rewards are continuously monitored for effectiveness and are discussed regularly by HoMs, HoDs, teaching staff and SMT. If a child considers that they been treated unfairly or denied praise and/or reward where due, then they are encouraged to voice their concerns using the appropriate pastoral channels. Such concerns will always receive attention and in certain cases, the sanctions and rewards in question will be adjusted.

DTP – April 2012 (To be Reviewed Termly)