



**Broomwood Prep – Girls, Broomwood Pre-Prep and Little Broomwood
(Broomwood Hall School Limited)**

Please note that this policy was rebranded in August 2023 however the content will be reviewed by December 2023.

BEHAVIOUR POLICY

Broomwood Prep – Girls, Broomwood Pre-Prep and Little Broomwood

Policy Summary

High standards of behaviour are expected of all pupils while they are at Broomwood Prep – Girls, Pre-Prep and Little Broomwood. We believe that all pupils benefit from being at a school where the expected and acceptable forms of behaviour are clearly communicated.

Broomwood Prep – Girls, Pre-Prep and Little Broomwood believe that positive reinforcement is the most effective method of encouraging good behaviour. Good behaviour is encouraged by example from the staff and fellow pupils and is rewarded by praise and other tangible rewards. Prefects and pupils in positions of responsibility are also encouraged to promote good behaviour, though all members of the school community can help to positively reinforce good behaviour through kind deeds.

The tutor systems in both the Broomwood Prep – Girls, Pre-Prep and Little Broomwood, in conjunction with PHSE, assemblies and the spiritual life of the school, are crucial in giving tutees appropriate moral guidelines and practical advice by which to live their lives.

At Broomwood there is a “Classroom Code of Conduct” known as “The Broomwood Way” which is posted in each form room. At Northwood Senior there is a list of agreed behaviour expectations, which is signed by all pupils and staff, and displayed in all classrooms.

While positive reinforcement is preferable, sometimes it is necessary to employ sanctions, usually in order to emphasise to all pupils what is acceptable and what is unacceptable in terms of behaviour at school.

In extreme situations (such as to prevent a pupil from injuring themselves) staff may physically intervene. Corporal punishment, however, is illegal and should never be used under any circumstances.

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Intended Audience

- Broomwood Prep – Girls, Pre-Prep and Little Broomwood Staff
- Parents

Code of Conduct

At Broomwood there is a "Classroom Code of Conduct" known as "The Broomwood Way" which is posted in each form room. At Northwood Senior there is a list of agreed behaviour expectations that is signed by the pupils and displayed in all classrooms.

Rewards for Good Behaviour

We use a variety of ways of rewarding good behaviour at the school. The simplest, and most effective, is continual positive reinforcement such as oral acknowledgement whenever a pupil behaves well (you should not take good behaviour as given).

At Broomwood, the House Point system is used extensively from Class 2 upwards. Pupils may receive 'House Points' for their own totals and for those of their House, for any activity during the school day ranging from work to games to helpfulness etc. House Points can be awarded by any member of staff, at any time. The pupils in the Prep school with the most house points each half term is awarded a cup at the half term awards. There is a House feast each half-term for the winning House in each part of the school and all members of the House will be involved in this.

Younger pupils in the Pre-Prep and Little Broomwood have a series of rewards commensurate with their age and in keeping with their stage of development.

In the upper part of the Prep school (Class 7/8) pupils collect house points with the aim of a half termly rewards day. This may include wearing their own clothes, watching a movie or wearing their hair down.

There are several positions of responsibility that pupils can aspire to throughout the school, such as Head Girl and Boy, Deputy Head Girl and Boy, Heads of House, Prefects, Monitors (apprentice prefects) and Ambassadors. Such positions are awarded on merit; good behaviour being a major criterion for consideration.

In the Girls Prep, Colours are awarded for many spheres of activity outside the classroom. Again, good behaviour will be a critical component in the decision as to who will receive colours.

Sanctions for Poor Behaviour

Inevitably pupils will overstep the mark at times. Sometimes a quiet word will suffice and sometimes not. There is a graded set of sanctions which are age appropriate. From Class 3, this ranges from a minus to a fixed term exclusion or even permanent exclusion.

Minuses (from Class 3 upwards)

At Broomwood, these are given for relatively minor offences where a pupil has ignored a warning. They are signed off by a member of SLT who will discuss the offence with the pupil and suggest steps needed to prevent a further occurrence of the same incident. These are recorded in the Rewards and Conduct Manager on iSAMS.

In the Lower School pupils have golden minutes removed for a minor offence.

In the upper part of the Prep school (Class 7/8) pupils are given sanction for poor behaviour. Sanctions (- 5hp's) are recorded in the prep diary and logged in the Rewards and Conduct Manager on iSAMS. Two Sanctions = Lunch time detention. Two Lunch time detentions = Friday afternoon detention. Two Friday detentions = Saturday morning detention.

Detentions

In the Prep school (Class 4 upwards) should a pupil have 5 minuses in any one half-term, they will receive a lunchtime detention. Detentions may be given by the Head in all parts of the school if the behaviour is deemed to be more serious. These are also recorded in the Discipline Manager on ISAMS.

Very serious breaches of accepted behaviour

In situations where a pupil has committed a very serious breach of accepted behaviour, such as bringing a weapon into school or making allegations against staff which are found to have been malicious, it may be necessary to suspend the pupil from attendance at school for a period of days decided by the Head. This action would not be taken without thorough investigation of the incident and interviewing all people involved.

Finally, should a pupil ignore all warnings and show by repeated or by criminally unacceptable behaviour that he/she is simply unprepared to accept the school's expectations of pupils, the school reserves the right to ask his/her parents to take him/her away from the school. The procedure for this is covered in detail in the school's policy on Exclusion and Removal.

The school will keep a record of the sanctions imposed on pupils for serious disciplinary offences and the parents are always informed.

Corporal Punishment

There is absolutely no corporal punishment of any sort at Broomwood and members of staff must under no circumstances punish a pupil physically.

Physical intervention

Teachers may use physical intervention to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the pupil) in accordance with the guidelines issued by the Department for Pupils, Schools and Families under subsection 548(5) of the Education Act (1996). The following points should be considered before physically intervening:

- Before using force, staff should always try to control the situation by communicating in a calm and measured manner. The pupil should have a clear warning and a chance to modify their behaviour.
- If force is used, it should be the minimum required for the incident and could include passive physical contact such as standing between pupils or blocking their path; leading a pupil by the hand or arm; ushering a pupil away by placing a hand on the centre of their back. Staff should always avoid touching or restraining a pupil in a way that could be interpreted as sexually inappropriate conduct.
- Where there is a high and immediate risk of death or serious injury, any member of staff would be justified in taking any necessary action; for example when stopping a pupil running into a busy road.
- All incidents where force was used should be written up as soon as possible after the incident by the member of staff involved and any other witnesses. A copy should be given to the Head who will contact the parents and inform them of the situation. The Head will review the situation and decide if the incident warrants further disciplinary action.

Additional Policies, Procedures and Legal Framework

This policy should be read in conjunction with the School's Pupil Protection and Safeguarding and Exclusions Policy. Further guidance can be found in the Education Act (1996).