



**Broomwood Hall Limited & Northcote Lodge School Limited**

## **BEHAVIOUR & DISCIPLINE POLICY**

Broomwood Prep – Boys

### **Policy Summary**

At Broomwood Boys, high standards of behaviour are expected of all boys whilst they are at school. To achieve this, it is agreed by all teachers that all children benefit from being at a school where the expected and acceptable forms of behaviour are clearly spelt out. Whilst the school does not have an extensive list of 'school rules' boys are given a code of conduct outlining appropriate forms of behaviour under all circumstances.

It is a central tenant of the school's philosophy that positive reinforcement is the most effective method of encouraging good behaviour. Good behaviour is encouraged by example from the staff and fellow pupils; good behaviour is always rewarded by praising and using rewards (see below); by using prefects and boys in positions of responsibility to promote good behaviour. This can be done by all members of the school community through kind deeds, assemblies and the spiritual life of the school and is crucial in giving pupils appropriate moral guidance and practical advice by which to live their lives.

Sometimes it is necessary to employ sanctions, the sanctions are carefully thought through and are not handed out lightly.

There is a 'Classroom Code of Conduct' to help the boys during lessons and 'The Broomwood Values' is a guide to the manners that are expected from every boy in school.

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## Intended Audience

Broomwood – Boys Staff

Parents

## **Aims and Expectations**

- It is a primary aim that every member of the school community feels valued and respected, and that each person is treated fairly and well. The school does not discriminate against pupils contrary to Part 6 of the Equality Act 2010. The school is a caring inclusive community which promotes effective strategies for managing behaviour and encourages pupils to act responsibly. It does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.
- The behaviour and discipline policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. The school encourages pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of others. The school aims to promote an environment where everyone feels happy, safe and secure.
- Pupils are taught about safe behaviour in order to reduce risk and build resilience, including to radicalisation, with particular attention to the safe use of electronic equipment and the internet. They are taught about responsible use of all online communication and to understand the risks posed by the use of the internet and social media to bully, groom, abuse or radicalise others.
- Corporal punishment or the threat of corporal punishment is never used. No punishment is ever used which could adversely affect a child's well-being.
- The school values are used as a means of promoting the positive rather than focusing on the negative. The values are also displayed in classrooms and around the school. Expectations of behaviour are also discussed in PSHCE and in assemblies.
- Every member of the school community is expected to behave in a considerate way towards others.
- All the boys are treated fairly, and this behaviour policy is to be applied in a consistent manner.
- Rewards and sanctions for boys must always be appropriate for the age and stage of maturity of the child
- This policy aims to help the boys to grow and learn in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school and their wider communities.

- Good behaviour is expected as a matter of course, to help develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than deter anti-social behaviour such as bullying. (See also Anti-bullying policy.) Decisions on rewards and sanctions are made which reflect the age and understanding of the child.

### **School Values**

Our six school values which are to be followed used to encourage positive behaviour are:

- Passion
- Aspiration
- Community
- Integrity
- Empathy
- Respect

At Broomwood we believe in the power of positive praise, and that the consistent use of this and various rewards will encourage good behaviour, rather than focusing on the negative. By doing this we encourage positive self-esteem in all the boys, regardless of gender, race, ethnicity or background promote positive behaviour rather than the negative and draw attention to these behaviours encourage high standards in social behaviour, as well as academic show appreciation for contributions and acknowledge the boys when they are 'having a go'.

### **Recognition and House Points**

The boys are praised and rewarded for good behaviour in a variety of ways:

- Verbal praise, written remarks about good work, stickers, sending the child to the nearest teacher, member of SLT, Assistant Heads or Head for praise;
- House points are given to the boys in recognition of effort, good work or behaviour;
- Informal feedback to parents;
- Achievement is celebrated publicly in a variety of ways, including school publications and assemblies (achievement is recognised in all areas, not just academic);
- Displaying pupils' work is a tangible reward available to the teachers. The work of every child is displayed at some point to encourage pride in achievement and the reward for effort. The aim is that the child experiences pleasure and self-satisfaction. By displaying work carefully and attractively, the teacher also conveys to the child that his or her efforts are valued and worthwhile;

- The house system encourages group achievement and responsibility. House points can be given for good work, behaviour or any other aspect that deserves merit.
- Reports to parents: these are also seen as a vehicle for constructive criticism and praise.
- House points are also given out for achievements and meeting our values

The school acknowledges the effort and achievement of all the boys, both in and out of school.

### **Plusses / Commendations**

- The House Point system is used extensively. Boys may receive 'plusses' 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. Plusses can be awarded by any member of staff, at any time, and are recorded directly in the discipline manager-on iSAMS. Exceptional work or behaviour can attain a double-plus or be recommended for a Head's Commendation which is presented in Head's assembly.
- Each week a total of House Points is announced, with the leading House being awarded the Plate by the Head during Assembly. There are certificates/prizes awarded to Highest Plus Earners each term in a Prizegiving Assembly and an overall House Point Cup.
- All Plusses generate an email to the Form Tutor, Head of Year, and pupil. Parents can view plusses and minuses via their MySchoolPortal (MSP) account to reinforce positive reinforcement.

### **Gold Star**

- If a boy contributes positively to their House over the course of a term, he is invited to join in a celebration known as Gold Star.

### **School Offices**

- There are a number of positions of responsibility to which boys can aspire and apply for, such as Head Boy, House Captain and Prefects. Such positions are awarded on merit, good behaviour being a major consideration.

### **Sanctions**

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment.

It employs each sanction appropriately to each individual situation.

- The boys are expected to listen carefully to instructions in lessons. If they do not do so, they may be asked to move to a place nearer the teacher, or to sit on their own.
- The boys are expected to try their best in all activities. If they do not do so, they may be asked to redo a task or, if they waste time, they may be asked to complete work at playtime or lunchtime.
- If a child is disruptive in class, the teacher may reprimand him in a manner commensurate with the child's age and needs. If a child misbehaves repeatedly, the child may be isolated from the rest of the class until he/she calms down and is in a position to work sensibly again with others.
- The safety of the boys is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher will stop the activity and prevents the child from taking part for the rest of that session.
- If a child repeatedly acts in a way that disrupts or upsets others, the school will contact the child's parents and seek an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- If a child repeatedly misbehaves, he will be sent to the Head of Phase, SLT member or Head. After discussing the matter with the Head, the class teacher may also meet with parents to explain his/her concerns.
- A record of the incident, discussions, and actions with the child will be kept on the school's online recording platform CPOMS, together with any recommendation for support/intervention to improve the child's behaviour. Positive reward systems should always be used whenever possible.
- If a child misbehaves regularly in lessons, teachers will check to ensure that work set for the child is suitable, as children may misbehave if they are anxious about possible failure or if they are bored. Where behaviour is an issue, senior members of staff may also examine work or make classroom observations to monitor the situation and/or offer advice.
- If a child repeatedly acts in a way that disrupts or upsets others, the Head will be informed and the school will contact the child's parents and seek an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- If there is a serious incident, the Head will be notified immediately. Ultimately, exclusion or expulsion may be the only solutions.

The school will follow a three-step process to ensure that there is consistency in all the classes. After trying to get the child back on task/focused with the usual teacher tools teachers will follow the three steps.

- **Step 1** – speak to the child, explain what he is doing and why it is not the correct behaviour and guide him back on task/activity.
- **Step 2** – speak to the child again, stating that you have already spoken to him about his behaviour and that should he persist, there will be a consequence (the teacher might explain the consequence if they feel it is appropriate).

- **Step 3** – speak to the child and let him know that you will need to speak to him after the lesson (or outside during the lesson, if appropriate). The consequence is very much determined on the infraction, the age of the child and the circumstance. This is down to the teacher's professional judgement.

On the third time of this cycle the child will be sent to a member of the SLT.

### **Target Cards**

Target Cards are used to help a pupil focus on a particular area of conduct or organisation. The boy will receive a score for each lesson and be set an overall target score for each day over the course of 2–3 weeks. This is reviewed by form teachers, and parents, each day, and by his Head of Phase and HD each week. It is hoped that a target card will focus the pupil to avoid sanctions escalating.

### **When to send children to:**

#### HOP

- Repeated minor offences
- Minor disruption in lesson
- Regularly forgetting equipment
- Rude/unkind to pupils
- Target cards

#### SLT (HD or SLT member/head)

- Disruption in lesson
- Bullying
- Rudeness to staff member
- Escalation to any in the HOP list
- Overview of target cards
- Cyberbullying

#### Head

- Fighting
- Racism
- Misogyny
- Homophobia
- Any other you deem to be serious

### **Consequences**

If, in-spite of all the positive reinforcement and guidance from the staff, a child behaviour continues to fall short of the school's expectations, or the behaviour is of a serious nature, the school could employ the following sanctions:

- Removed from class for a lesson for the entire lesson (including games afternoon)
- Prevented from representing the school in activities such as academic competitions, fixtures, tournaments, music/drama performances, etc
- Withdrawal of privileges such as prefect, house captain, etc
- Prevented from attending school trips, including residential and overseas tours
- In-school exclusion
- Fixed exclusion
- Permanent exclusion

Reasonable adjustments will be made for any child with special educational needs or disabilities. These adjustments would be determined by the nature of the child's difficulties and are always at the discretion of the Head.

### **Exclusions – Fixed-Term and Permanent**

Only the Head has the power to exclude a pupil from school, and this action is always regarded as a last resort. The Head may exclude a pupil for one or more fixed periods. The Head may also exclude a pupil permanently. It is also possible for the Head to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Head excludes a pupil, he will inform the parents immediately, giving reasons for the exclusion.

Examples of behaviour which may result in exclusion include:

- Drug abuse
- Alcohol abuse
- Theft
- Bullying (including online bullying)
- Sharing of inappropriate online material
- Physical assault/threatening behaviour
- Unacceptable online behaviour either in or out of school hours
- Fighting
- Sexual harassment
- Racist abuse
- Sexual misconduct
- Child-on-child abuse
- Damage to property
- Persistent disruptive behaviour



The process of exclusion relates to such behaviour occurring at any time during the school day, including excursions from school on any educational trips and visits.

### **Recording and Monitoring**

- The Head monitors the effectiveness of this policy on a regular basis. He also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for improvements.
- The school keeps a record of incidents of misbehaviour and safeguarding on an online platform called CPOMS. The log is monitored by the Head Deputy Head and Head of Lower School for any pattern or escalation of poor behaviour.
- The Head keeps a record of any pupil who is suspended for a fixed term, or who is permanently excluded or has any other sanction imposed for a serious disciplinary offence, being the record required by paragraph 9(c) of the Schedule of the Education (Independent School Standards) Regulations 2014.

### **The Role of Parents**

- The school works collaboratively with parents, so the boys receive consistent messages about how to behave at home and at school.
- Parents are expected to support their child's learning, and to cooperate with the school. Staff endeavour to build a supportive dialogue between home and school and will inform parents at an early stage if there are concerns about their child's welfare or behaviour.
- If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head. If these discussions cannot resolve the problem, the school's formal complaints process can be invoked.

### **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 child himself) as per the guidelines issued by the DCSF under subsection 548(5) of the Education Act 1996. The school adheres to the following guidelines:

- 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.

- On any occasion where physical intervention has had to be used, it must be reported to the Head immediately and recorded with a note of the event placed on file. The parents must also be informed the same day.
- 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.
- The Head will review the situation and decide if the incident warrants further disciplinary action.
- All members of staff are required to be aware of the guidance regarding the use of force by teachers, as set out in the DfE's non-statutory advice entitled Use of Reasonable Force [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2013.pdf) and in the policy on Physical Intervention/Restraint.

This is the policy to promote good behaviour amongst pupils and set out the sanctions to be adopted in the event of pupil misbehaviour. It has been drawn up to conform with the requirements of paragraph 9(a) of the Schedule to the Education (Independent School Standards) Regulations 2014.

It also reflects guidance in Behaviour and Discipline in Schools: Advice for headteachers and school staff, January 2022.

#### Other Documents to Read in Conjunction with Behaviour Policy

- Classroom Code of Conduct
- Playground Code of Conduct
- Child Protection and Safeguarding Policy
- Anti-bullying policy and Safeguarding Policy. It applies to all pupils in the school.