



## **HARVINGTON PREP SCHOOL**

### **DISCIPLINE & BEHAVIOUR POLICY**

**(promote good behaviour and set out sanctions)**

At Harvington Prep School we encourage and build on good behaviour; we do this through praising children, the awarding of house points and through our recognition of a good citizen in our citizenship awards. Our assemblies have themes of 'good behaviour' and this is inbeded into our curriculum: our PHSCE programme and lessons such as English and drama, lend themselves to constant reminders to children of their duty as a good citizen. Our School Motto (Vincit Omnia Veritas) reinforces the importance of truth, encouraging ethical and moral self discipline. Posters reinforcing this are in all classrooms.

Instances of poor behaviour, failing to complete homework or rudeness will be dealt with by the form teacher in the first instance, and then reported to the headmistress, if appropriate.

Disciplinary action will generally be taken which aims to explain the consequences and reinforce positive response. A pupil may be put "on report" and their parents notified of the reason and procedure. Other sanctions such as loss of house points, time out or removing of privileges may be applied.

If the Headmistress feels that the matter needs to be reported to parents, or if their help is being sought to support a change of behaviour, a telephone call or letter requesting a meeting will be sent. Minutes of such meetings are filed in a pupil's record but are not passed on to a future school.

In cases of serious misconduct a pupil may be suspended from school for up to five days. Serious offences, as deemed by the headmistress, that relate to regular bullying (physical, emotional, racial, gender related, cyber use), physical fighting or inappropriate sexual behaviour are likely to be punishable by a fixed term or permanent exclusion. These examples are not exhaustive, and in particular the headmistress may decide that removal or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account. Such serious misconduct is recorded in the Record of Serious Disciplinary Offences log held by the headmistress in order to identify patterns.

The review of serious disciplinary matters is governed by the Complaints Procedure.

A pupil may only be excluded following a recommendation from the full governing body.

