



MOORFIELD
SCHOOL

BEHAVIOUR POLICY

Rewards and Sanctions

Whole School Policy including EYFS



BEHAVIOUR POLICY

REWARDS AND SANCTIONS

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy, Anti-Bullying Policy, Equal Opportunities for Pupils Policy

This policy has been drawn up using non-statutory advice from 'Behaviour and Discipline in Schools' DfE 2016. The school recognises its duties under the Equality Act 2010 to make reasonable adjustments for pupils with disabilities.

Aims

- to set high standards of behaviour which support learning
- to promote 'Moorfield' values of diligence and acceptance of responsibility, honesty, courtesy, trustworthiness and sensitivity to the needs and views of others
- to promote our 'caring and sharing' ethos in the EYFS and, with age-appropriate adaptation, further up the school
- to create an environment where bullying does not flourish

School Rules

Moorfield School ("School") does not have a comprehensive set of rules, with a fixed scale of associated sanctions. Rather, we follow the simple rule that we should treat others as we would wish to be treated and base our pastoral expectations on the application of this guide to individual circumstances.

However, few practical rules are in place to address health and safety concerns (e.g., walking up and down stairs on the left hand side in single file; areas of school to be quiet etc).

As a part of our respectful, considerate ethos, individual sets of rules are compiled and discussed by pupils in their forms at the start of the school year.

Promoting Good Behaviour:

Expectations of Staff

We recognise that in a small, caring community, the positive examples set by adults in the way they conduct themselves and through the respect they demonstrate to each other and to the children in their care is key. More explicitly, the management of behaviour is supported by outstanding, structured pastoral care, where each child is individually known, valued and also expected to participate in a comprehensive Personal, Social, Health Economic (PSHE) programme and in school assemblies.

NOTE: the use of corporal punishment is absolutely forbidden.

Expectations of Pupils

Failure to comply with one of the following expectations is the usual explanation for the removal of a free housepoint as explained under the 'Sanctions' heading below

- **Courtesy:** Pupils will be expected to be polite at all times. Impolite language or behaviour are not tolerated.
- **Respect:** Pupils will be expected to treat other people as they would wish to be treated, with kindness and respect.
- **Dress:** Pupils will be expected to come to school dressed appropriately in the correct uniform without adornment, with tidy clothes, clean shoes and combed/brushed hair.
- **Lessons:** Pupils will be expected to await the arrival of the teachers before lessons in a calm manner. Pupils are expected to be silent whenever requested by the teacher to be so.
- **Property:** Pupils will be expected to respect their peers' property and School's property at all times.
- **Mentoring:** Older pupils will be expected to be good role models for younger pupils and to set helpful examples of good behaviour and respect.
- **Technology:** Mobile phones are not allowed in School. Kindles are allowed for the purpose of reading only and must not access the internet or be loaded with games etc.

- Movement around the school: The *Pupil Supervision Policy* outlines how children are monitored in the building and the playground and the growing expectations of pupils as they progress through the school.

Support Systems for Pupils

School has a pastoral system which encourages pupils to share their worries with an adult. Form teachers are responsible for the pastoral care of the pupils in their form and although the form teacher is normally the first point of contact for a child, pupils are encouraged to confide in other teachers should they so wish. Alternatively, the 'Worry Box' is available and accessible.

Playground duties are undertaken by teaching staff who give continuous supervision throughout each school day. Individual pupil concerns are discussed at every staff meeting to maintain strong pastoral care through dissemination of information on any pupils who need more careful monitoring.

Rewards

Pupils are valued as individuals and their talents, interests and developing personalities recognised, acknowledged and appreciated. The emphasis should always be on the positive with praise for effort.

At Moorfield, the following reward system is in place:

DAILY

Verbal praise

House points for good pieces of work or effort, acts of kindness, helpful behaviour

Outstanding work would be rewarded with a visit to the Head to receive a silver star; a silver star is the equivalent of five house points.

Children can work towards a bronze, silver or gold award as they accumulate house-points which the teacher logs.

WEEKLY

Good work assembly showcases what individuals/classes have been doing during the week

Silver stars are read out, children stand to receive applause

Bronze, Silver and Gold awards are given out and celebrated

TERMLY

Effort prize for each form

Courtesy cup for Upper School and Lower School

Caring and Sharing Cup for EYFS

House points cup

Half colours and full colours for games and music

Handwritten post cards from the Head during school holidays

ANNUALLY

Academic achievement for each form

Handwriting prize for each form

Subject cups for S6 and F2

Other individual awards

Sanctions

Moorfield aims to promote self-discipline and will deal with any behaviour which interferes with learning or which otherwise breaches the school ethos.

School behaviour and discipline are the responsibility of every member of the school staff.

The ethos of the school is to promote good behaviour at every opportunity but there will be times when it is appropriate to apply sanctions. Form teachers remind children of their responsibilities, for example, making sure homework is in on time or the rules about moving around school. If a member of staff has to remind a child more than 3 times within a short time period (2 weeks) Mrs Rix (Deputy Head and Pastoral Lead) will discuss this with them and put a brief note in the child's homework diary to inform parents.

A highly personalised approach to this type of pupil support is expected in all cases, but special care is needed when supporting a pupil with SEN. Form teachers, along with the Pastoral Leader, must make adjustments for those children with special needs or

disabilities, including children with aspergers or children on the autism spectrum. For some children, a gentle warning may be suffice along with support in managing emotions or anxieties for example.

A Visit to the Head

This sanction can be appropriate, at an adult's discretion, following a single, more serious misbehaviour (e.g. open defiance or disobedience) or for a child the form teacher feels is still making no effort with their plan of action.

In consultation with the Head, a form teacher may put a pupil 'on report', with a daily visit to the Head to monitor progress; this should invariably be a positive experience.

Disciplinary action may be taken against pupils who are found to have made malicious accusations against staff.

Communication between parents and teachers should be open. When behaviour becomes a concern to a Form teacher, parents should be kept informed. Notes of relevant parent/teacher communications are recorded and stored on individual pupil files.

Exclusions

Suspension and exclusion fall within the authority of the Head alone. It might occur as a consequence of a child's failure to respond to measures outlined above, in which case parents would have been warned in advance and in writing, of this possibility. Exceptionally, suspension or exclusion might be a result of a single very serious disciplinary breach. Reasons for suspension and expulsion may include the bullying (or cyber-bullying) of other pupils, persistent non-attendance of a pupil without good reason, persistent refusal to conform to the school's behavioural expectations, the school's inability to guarantee the safety of the child or other children in the school. Pupils who make malicious accusations against a member of staff fall into this category.

In such circumstances the school undertakes to act fairly in deciding whether a pupil must be suspended or expelled and wherever possible would seek the agreement of the parents before a decision was taken.

For monitoring purposes, the software package, 'classroom.cloud' is installed on all machines and this meets all the requirements of KCSiE 2024. The software works by monitoring the user and anything they typed, searched or used on that particular machine, including any language which constitutes cyber bullying. If a concern arises, it is recorded and rated accordingly and an email alert is triggered and sent to the SDL, Head and Head of IT. As in all other incidents of bullying, cyber bullying will be recorded and addressed (*refer to the E-Safety Policy and Anti-bullying Policy*).

Record of Sanctions

A record is kept, in the Head's office, of any children sent to the Head regarding their behaviour.

A separate record of sanctions for serious misdemeanours is kept in the Head's office. This includes the pupil's name, year group, date of offence, nature of offence and sanction imposed.

Physical Intervention

All staff with responsibility for children's safety and welfare must deal professionally with all incidents involving aggressive behaviour and only use physical intervention as a last resort, always ensuring minimal risk of injury to pupils and staff. Staff must follow the guidelines set out in the Physical Restraint Policy.

All incidents of physical restraint are recorded in a book kept in the EYFS for EYFS incidents. All incidents of physical restraint in the main school are recorded in the behaviour record file, which is kept in the Head's office.

Outside Agencies

Staff are aware that concerns about behaviour may, where safeguarding is an issue, lead to the involvement of an outside agency. Where this is the case, the usual safeguarding procedures (see Safeguarding/Child Protection Policy) will be observed.

Managing Transitions

The School is aware that transitions can be times of anxiety for pupils. This includes both normal transitions around the school site during the school day and more significant changes of teachers and classrooms that happen at the end of each school year. The *Pupil Supervision Policy* outlines how children are monitored in the building and the playground and the growing independence given to pupils as they reach the top of the school. The *Transition Policy* outlines the preparations undertaken to ensure that each child can move seamlessly through the school and onto secondary school with as little disruption as possible.

Policy Reviewed by:	The Head
Last Review Date:	September 2024
Next Review Date:	September 2025