

Godstowe

Behaviour Policy

'Expectations'

Introduction

We seek to create an environment at Godstowe which encourages and reinforces good behaviour. Godstowe promotes high standards of behaviour and an atmosphere where all members of the school are valued as individuals. We believe in the development of self esteem, respect for others and self discipline. Pupils are expected to be polite and to show respect for other people, their property and the school environment.

Great emphasis is placed on positive reinforcement of behaviour through praise. Children's confidence and self-esteem are developed through encouragement, incentives and rewards, both verbal and written. Positive and constructive comments are written at the end of children's work in recognition of effort, improvement and achievement. Awards are given for helpfulness, politeness and kindness to others.

Aims

'do to others as you would have them do to you'

- To enable children to develop a sense of self worth and a respect and tolerance for others;
- To maintain an environment in which children feel safe, secure and respected;
- To develop a moral framework within which initiative, responsibility and sound relationships can flourish.

Objectives

For the pupils to develop:

- self confidence;
- respect and tolerance of others;
- empathy with other people's feelings;
- pride in their own achievements;
- self control;
- responsibility for their actions.

Implementation

All staff:

- play an active part in building up a sense of community and apply the agreed standards of behaviour consistently;
- treat children equally, irrespective of race, gender and religion;
- are alert to signs of bullying and racism, dealing firmly with such problems, in line with our Bullying policy;
- deal sensitively with children in distress, listen to them and deal with any incident appropriately;
- model acceptable behaviour.

How we achieve good behaviour

Pupils are:

- rewarded for good behaviour;
- encouraged to perform in Friday assemblies;
- awarded colour team points for good work in the classroom and for citizenship;
- praised, not only in the classroom, but throughout the school community;
- given the opportunity to take responsibility;
- encouraged to develop a sense of community: points collected for a colour team: school quiz competition; inter house sports events; playwatch girls helping in the playground and at Lodge;
- are given opportunities to take responsibility (art monitors, DT monitors, library monitors, charity monitors, music monitors, playwatch members, sports captains, prefects, Heads of colour houses, monitors, deputies and Head of School);
- are given the opportunity to bring about change (pupil council, boarding council, playwatch meetings, monitors meetings);
- rewarded for looking after their classrooms and cloakrooms;
- encouraged to show good work to the Headmaster or present it in Friday assemblies;
- awarded certificates in whole school assemblies: weekly (artwork of the week, boarder of the week, tidiest classroom award, best cloakroom award, Monday badge for a pupil in year three who has impressed the most); termly (contribution to the division or a high standard of work in specific subjects);
- awarded prizes, at prize giving, for excellence in academic subjects, sustained effort and for positive contribution to school life.

Sanctions

When children's behaviour falls below an acceptable standard, a range of sanctions may be used to encourage better behaviour.

A firm reprimand from a member of staff is usually sufficient to correct most misbehaviour at Godstowe. However, if this fails to correct the behaviour of a pupil the following procedures may be adopted:

- Time out – this may mean sitting in Reception during break;
- Completing or repeating work;
- Loss of privileges;
- Given a report card that needs signing at the end of every lesson;
- A verbal discipline from a senior member of staff;
- Writing a letter of apology;
- A letter or telephone call to a parent;
- A meeting with a parent;
- A detention;
- Suspension for a few days from school;
- Expulsion.

Racist remarks

The pupil will be reprimanded, the Headmaster and Deputy Head Pastoral should be informed, as quickly as possible, and the incident will be recorded in the Headmaster's study. For a repeated offence, a record is kept and parents will be informed.

The Headmaster reserves the right to suspend a pupil if the incident warrants it. The school has a separate policy for dealing with incidents of bullying.

The 'Expectations' are designed to be a code of conduct for pupils at Godstowe

The following categories have been identified as important:

- Respect: - Yourself
 - Others
 - Property and facilities
- Safety: - Be in the right place doing the right thing
 - Move around school quietly and sensibly
- Good manners: - Be courteous and helpful at all times
 - Open doors for others and give way in doorways
 - Adopt good table manners
- Responsibility: - For yourself
 - For your belongings
 - For your actions
- Attentiveness: - Listen carefully and react to instructions and requests
 - Be alert

Uniform

Godstowe expects girls to wear the correct uniform; girls should ...

- arrive at school and leave looking neat and tidy and wearing the correct school uniform;
- keep hair neat and worn away from the face. Shoulder length hair must always be tied back;
- refrain from wearing jewellery in school. (A plain religious symbol, such as a cross or the Star of David, may be worn under school uniform. Gold and silver stud earrings are allowed. All jewellery must be removed for P.E. lessons. Girls from Form II may wear a named watch, analogue preferred);
- wear boaters with summer uniform. IV Form only wear them on special occasions;
- wear blazers to school in the summer and /or cloaks in the winter;
- wear approved style school shoes in school;
- wear school uniform before school including school shoes.

School

Godstowe expects girls to behave well in school; girls should...

- walk sensibly inside the buildings;
- be prepared to open doors for others and give way in doorways;
- obtain a written note from the member of staff teaching them before going to see Sister;
- stand up when a member of staff arrives at the lesson;
- stand up when a visitor enters the room;
- say good morning/good afternoon to the member of staff as they arrive in the classroom (girls may remain seated if another member of staff enters during the lesson).

Dining room

Godstowe expects girls to behave well in the dining room; girls should...

- sit correctly at the table when eating;
- talk quietly to those around them;
- use their cutlery properly;
- respect other people around them by keeping their food on their plates;
- leave their place clean and tidy for the next person;
- clear their finished plates, cups and cutlery away and placing their chair under the table.

Prep

Godstowe expects girls to do their prep in an environment conducive to study: girls should...

- bring all their books, a reading book and writing implements at the beginning of the session;
- sit at their desks, refrain from wandering around the room and keep all their belongings on their desks until the end of each session;
- help maintain a quiet working environment at all times , directing any questions via staff on duty;

Library

Godstowe expects girls to treat the library with respect: girls should...

- respect the need for a quiet space in which to read and study;
- responsible for books they borrow and treat them as their own;
- keep the library tidy so that it is a pleasant environment for all members of our community.

Presentation of work

Godstowe expects girls to present their work to a high standard: girls should ensure...

- presentation of all work is neat and organised;
- work is dated (where appropriate) on the left-hand side;
- that all work is given an appropriate title.
- incorrect work is crossed through neatly and refrain from using 'Tippex'

Registration

Godstowe expects girls to take responsibility for ensuring they are registered: girls should...

- report to the library (and remain there) if arriving before 8.15am;
- move to the classrooms thereafter and wait sensibly for tutors to take the register;
- report immediately to the receptionist if late for registration in the morning;
- report to the receptionist when leaving school early;

Assemblies

Godstowe expects assemblies to be appreciated and enjoyed; girls should...

- arrive and wait for assemblies in silence;
- sit in the allocated areas as organised by the monitors;
- be prepared to contribute to assembly by being involved as appropriate and necessary;
- welcome visitors warmly and happily;
- appreciate the involvement of others by respecting their participation;
- respect and appreciate everyone's right to a personal religious opinion;
- bring hymn book and be prepared to join in singing enthusiastically;
- listen carefully in order to benefit from the essence of the assembly and conduct themselves sensibly;
- leave assembly in an orderly fashion without talking until they have left the music school;

Break and lunch times

Godstowe expects girls to behave correctly during breaks: girls should...

- line up quietly at the end of break and lunch times;
- walk into school in a quiet, orderly fashion;
- be outside playing safely during break times;
- be in their designated areas during wet play;
- eat their snack at break outside if dry or in form rooms if wet; never in the corridors.

Wellbeing

Godstowe expects and promotes a general feeling of positive wellbeing and happiness; girls should...

- be friendly, courteous and helpful towards others;
- display a happy demeanour whenever possible;
- encourage positive behaviour from others;
- look for ways to encourage others;
- care about the wellbeing of others;
- welcome visitors and friends with a smile;
- share problems and concerns;
- seek help when needed;
- approach all activities, work and play with a positive, enthusiastic frame of mind;
- try to be fully integrated, involved and happy members of the Godstowe community;
- be HAPPY.

NOTE: A separate Bullying Policy exists

NOTE: page 19 of the staff handbook

Review of the Policy

The policy will be reviewed every two years by the Senior Management Team.