

Godstowe

School Policy

Behaviour and expectations

Reviewed
September
2024

Introduction

We seek to create an environment at Godstowe from the EYFS to Year 8 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, tolerance, 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. Any measures in this policy are designed to give due deference to the non-statutory advice "**Behaviour and Discipline (2016)**".

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. Children are encouraged to self evaluate their own work recognising what went well and how to do better. Awards and school positions are given for helpfulness, politeness and kindness to others.

Aims

'Try to treat others in the same way that you would like to be treated yourself'

- to enable children to develop a sense of self worth and 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
- the ability to learn to accept 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
- according to the Equal Opportunities Act 2010, will make reasonable adjustments for any children with

special educational needs

- Godstowe has a 'Use of Force Policy' (Restraint) policy based on the government advice to schools, July 2013.
- are alert to signs of bullying and racism, dealing firmly with such problems, in line with our Anti- Bullying policy
- deal sensitively with children in distress, listen to them and deal with any incident appropriately
- model acceptable behaviour
- will support the pupils through school transfer, year upon year, and when preparing for new schools

How we achieve good behaviour

Pupils are

- rewarded for good behaviour
- awarded 'School House' (Adlington, Seacole, Franklin and Pankhurst) points for good work in the classroom and for citizenship
- praised, not only in the classroom, but throughout the school community
- rewarded for having good manners
- given the opportunity to take responsibility
- encouraged to develop a sense of community: School House points: School House sports events; 'Play Watch' girls helping in the playground and at Lodge; charity work and collections; Green ambassadors; Starfish monitors
- are given opportunities to take responsibility (Art monitors, DT monitors, Library monitors, Charity monitors, Drama monitors, Music monitors, Play watch members, Sports captains, Sports Monitors; Prefects, Heads of School houses, Head and Deputies of Boarding houses, School Prefects, Deputies and the Head of School)
- are given the opportunity to bring about change (pupil council, boarding council, play watch meetings, prefect meetings)
- rewarded weekly in Friday Celebration assemblies with certificates and awards
- encouraged to play instruments and sing at the beginning and end of assemblies as well as during regular scheduled recital concerts
- awarded for: artwork of the week; boarder of the week; Friday badge for a pupil in each of the year three classes who has tried their very best; Accelerated Reader awards; sports awards: typing certificates; poet of the week and many many more achievements in all aspects of school life
- awarded termly in Final Assembly: GODSTOWE FINEM RESPICE badges and certificates, Sports full and half colours, National Maths competitions, Accelerated Reader Scheme readers, Individual music achievements, LAMDA and Ballet certificates etc
- awarded yearly at prize giving: excellence in academic subjects, sustained effort and for positive contribution to school life and many more individual cups and tokens

Rewards

At Godstowe, great emphasis is placed on the promotion of good behaviour and on seeking opportunities to reward pupils for their efforts, conduct and behaviour

Pupils can receive House points for both academic work and for demonstrating particularly noteworthy conduct. Points are awarded as follows:

Academic Awards

Coloured Star	Awarded for trying hard in any area	1 House point
Silver Star	Awarded for a very good piece of work, work that shows progress or consistently good work	2 House points
Gold Star	Awarded for excellent work or excellent work that has been sustained over a period of time	3 House points

Citizenship Awards

Coloured Star	Awarded for an act of particular kindness, displaying good manners, good conduct	1 House point
---------------	--	---------------

Certificate of Achievements are awarded by the Heads of Lower and Upper school for girls that have achieved: (Lower school goes up in groups of 40 and Upper school in groups of 50)

40/50 House points	Bronze certificate
80/100 House points	Silver certificate
120/150 House points	Gold certificate
160/200 House points	Platinum certificate

In the Lower School points are accumulated over the course of a term.

In the Upper School points are accumulated over the course of the year with a running total being logged by the Head of Upper School.

Every week in form time tutors should record the points and sanctions. A House shield is awarded to the team with the highest number of points each week and displayed in the foyer. Each term the winning House Team is awarded a 'Mufti' Day.

Lodge Rewards

Pupils are rewarded for good behaviour through:

- moving up the class rainbow in Early Years
- moving up the ladder in the hall for good table manners, to earn a class Mufti Day
- individual star charts, stickers, smiley faces, class rewards
- weekly certificates in Achievement Assemblies
- termly cups and certificates at the Perris Knight Awards

Sanctions

Gentleness and firmness obtain more lasting results than punishments; punishment should only be effected in proportion to the misdemeanour, as it is just and fair. Better than punishment is prevention and this may effectively be secured by arousing interest and providing a goal at which to aim. However, 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:

Minus - loss of a house point for a minor offence- a verbal warning may have been given prior to the minus for the offence e.g forgetting equipment on several occasions, or the offence might warrant an immediate minus, e.g. rudeness/inappropriate behaviour

If a pupil accumulates three minuses, they will be given lunchtime detention. The form tutor will talk with the individual to ascertain how to best support the pupil going forward.

An immediate lunchtime detention may also be given outright for a more serious offence and parents will be notified.

In some circumstances the following may be used:

- A report card that needs signing at the end of every lesson
- A verbal discipline from a senior member of staff
- A letter of apology written by the pupil
- A letter or telephone call to a parent
- A meeting with a parent
- Internal exclusion
- Exclusion from school for an appropriate number of days
- Permanent Exclusion
- If repeated poor behaviour occurs, support is in place to help the pupil concerned and this may, where appropriate, involve liaising with relevant outside agencies.

Exclusion is rare and should be regarded as an expression of the School's severe disapproval of a pupil's act of extreme poor behaviour or of a series of acts which have earned previous admonition, and possibly punishment, without due effect. A non-exhaustive list of the sorts of behaviour (whether occurring inside the School or outside the School) that could warrant suspension or exclusion of a pupil includes:-

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying);
- committing a criminal offence;
- fighting;
- abuse pertaining to any Protected Characteristic;
- sexual harassment or misconduct;
- drug or alcohol misuse (including supply/possession/use);
- wilful damage or vandalism to property;
- computer hacking;
- theft or unauthorised possession of any property belonging to the School or a member of staff or another pupil;
- bringing illegal, inappropriate or dangerous items into School, such as drugs or weapons
- behaviour which adversely affects or is likely to adversely affect the welfare of others;

- misconduct which brings, or is likely to bring, the School into disrepute;
- persistent disruptive behaviour or breaches of the School's Rules.

The Headmistress may decide that suspension or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of a child's record at the School may be taken into account when considering exclusion or suspension. The Headmistress will always endeavour to consult with parents before suspending or excluding a pupil but may take action without consultation at her discretion. If the child's parents are unhappy with a decision to suspend or exclude a pupil from the School they may ask the School to review the decision in line with the procedure set out in Godstowe's Complaints Policy.

Required Removal is also rare. The circumstances under which the Headmistress may use her discretion to instigate it are where the behaviour or conduct of a parent is deemed unacceptable; or where a pupil's attendance or progress is unsatisfactory to the point that removal is in the best interests of the pupil and/or the School.

A non-exhaustive list of the sorts of behaviour that could merit the required removal of a pupil on the grounds of unreasonable parental behaviour includes:

- treating the School or a member of staff unreasonably;
- defaming or making a malicious or false allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- communicating confidential, falsified or otherwise inappropriate information relating to a pupil or member of staff or the School generally to parents, pupils or staff; to the press or any other media; or to any other third party unconnected to the School;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community, including pupils and staff;
- behaving in a manner which brings (or is likely to bring) the School into disrepute;

A parent or other third party may be excluded from the School premises if the Headmistress considers such exclusion to be in the best interests of a pupil or of the School.

In all instances of suspension, exclusion or required removal the School will endeavour to apply a fair and reasonable process and action.

Behaviour Outside School

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil's poor behaviour outside of the School grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

Lodge Sanctions

In the first instance, the class teacher will deal with misbehaviour, talking to the pupils involved, and in the Early Years, this may mean that they move down the class rainbow. If the misbehaviour is more serious or if it continues, parents will be contacted. The Head of EYFS or KS1 may also speak to the child and parents. The child may have to sit out during a playtime or write a note of apology. The child's behaviour will also be monitored and all staff will be made aware.

Accessibility Racist remarks

The pupil will be reprimanded, the Headmistress and Deputy Head Pastoral should be informed, as quickly as possible, and the incident will be recorded as a racist incident. For a repeated offence, a record is kept and parents will be informed.

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

Expectations

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 and full school uniform for the season;
- 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 uniforms. Gold and silver stud earrings are allowed. All jewellery must be removed for P.E. lessons. Girls in main school may wear a named watch, but watches worn by pupils must not be smart watches with internet capability.

School

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

- walk sensibly inside the buildings on the left hand side if possible
- on staircases remember to walk single file, hold onto the handrails and, when walking down, do so on the wall side
- remember that stairs are only for moving from floor to floor; they are not play areas
- be prepared to open doors for others and give way in doorways;
- make sure you are where you should be during break and lunchtimes;
- obtain a red card from reception, after being given permission from a member of staff, before going to

- the Health Centre;
- acknowledge any visitors politely when they enter the room;
- be expected to behave respectfully during all lessons.
- understand and adhere to the expectations for behaviour set by the member of staff at the beginning and end of all lessons.

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 place their chair under the table.

Prep

Godstowe expects girls to do their preparation (homework) 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 to 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;
- remain 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);
- that all work is given an appropriate title;
- incorrect work is crossed through neatly without the use of 'Tippex'

Registration

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

- report to the library on arriving in school if before 8.00 am:
 - o Form I to Lowers stay in the library until 8.00 am then go to the playground
 - o Middles, Uppers and IVs are allowed to go to their form rooms at 8.00 am; a member of staff is on duty and will oversee these rooms
- 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;
- report to the receptionist when leaving school outside of regular dismissal times.

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 prefects;
- 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;
- 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, unta.

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.

Wellbeing

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

- be friendly, courteous and helpful towards others;
- display a cheerful 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.

Online safety

Godstowe expects girls to behave properly when they are using the internet both in and out of school. Our Online Safety Policy, Safeguarding Policy and Anti-Bullying Policy provide further information.

This policy may be read in conjunction with the Use of Force Policy and Internet Acceptable Use Policy.