

Godstowe

School Policy

Behaviour and expectations

Reviewed
September
2023

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)**". [Behaviour and Discipline in Schools - A guide for headteachers and school staff final draft.docx](#)

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 [Accessibility.docx](#)
- Godstowe has a 'Use of Force Policy' (Restraint policy [Use of Force.docx](#)) Based on the government advice to schools on 'use of Force' July 2013.
- are alert to signs of bullying and racism, dealing firmly with such problems, in line with our Anti- Bullying policy [Anti Bullying.docx](#)
- 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 Team' (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.
- 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 house's, Head and Deputies of Boarding houses, School Monitors, Deputies and the Head of School)
- are given the opportunity to bring about change (pupil council, boarding council, play watch meetings, monitors meetings)
- rewarded weekly in Friday Achievement 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; monday badge for a pupil in year three who has impressed the most; AR reading awards; sports awards: typing certificates; reader 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

Girls 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	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
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Citizenship Awards

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

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

In accordance with the law there is **no corporal punishment allowed by the school**

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:

Sanctions

Minus (Pupil loses a House point)	A minus can also be given for a transgression. It is good practice for the member of staff to give a verbal warning first. However if the behaviour continues they	Forgotten prep, Late for lessons, Not listening carefully, Lack of equipment, Running in school buildings etc
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should be given a minus

Some behaviours are serious enough to merit a minus on the first transgression.

Rudeness to a member of staff. etc

Lunchtime
Detention

The Head of Lower or Upper School will give a pupil a lunchtime detention if a child receives three minuses.

After School
Detention

Continued issues may result in an after school detention with the Deputy Head (Academic & Organisation). Parents or Housemistress will be contacted by the Head of Lower or Upper School and invited into school to discuss.

Severe
Transgression

In exceptional circumstances the Head of Lower or Upper School may decide to give a lunchtime or evening detention for a single serious transgression and parents or Housemistress will be contacted by the Head of Lower or Upper School or the Head and invited into school to discuss. Occasionally, it may be considered an appropriate course of action to give an 'Internal exclusion', in which case parents would be notified by telephone and a letter outlining the points made in the call would be sent by post.

Intentional bullying
Intended violence
Racism

Every Wednesday 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.

In some circumstances the following may be used:

- Given a report card that needs signing at the end of every lesson
- A verbal discipline from a senior member of staff
- They may be asked to write a letter of apology
- A letter or telephone call to a parent
- A meeting with a parent
- Internal exclusion

- Exclusion for a few days from school
- 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.

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 Lodge 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.

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 uniforms. 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);

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 see Sister;
- acknowledge any visitors politely when they enter the room;
- be expected to behave politely and respectfully during all lessons.
- understand and adhere to the expectations set by the member of staff for behaviour 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 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);
- 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 on arriving in school:
 - Form I to Lowers stay in the library until 8:00 then go to the playground
 - 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 later than 4:30 pm

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;
- 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 area;

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.

NOTE: see Online Safety Policy for more details

NOTE: A separate Anti-Bullying and Safeguarding Policy exists. [Anti Bullying.docx](#) [Safeguarding Policy \(based on local authority framework\) September 2022.docx](#)

Also, see Staff Handbook and Restraint Policy
[Internet Acceptable Use.docx](#)[Online Safety.docx](#)[Use of Force.docx](#)

Review of the Policy

The policy will be reviewed annually by the Senior Leadership Team.

Next update required; February 2023