



BEHAVIOUR POLICY

The Behaviour Policy applies to the whole school including the Early Years Foundation Stage.

Farlington expects a high standard of behaviour from our pupils, and all staff are expected to help maintain these standards, which form an important part of the ethos of the School. We wish pupils to enjoy freedom of action wherever and whenever possible, to develop independent thought and to strive to achieve excellence in all areas within a framework of courtesy and consideration for others at all times.

All members of the Farlington community are expected to show courtesy and consideration towards others.

Senior School

The expectations above form the basis of our Code of Conduct of which all pupils are made aware. The interpretation and implementation of the Code of Conduct is discussed during Life Skills lessons and girls are asked to bring ideas for the improvement of current practice to School Council. The Code of Conduct is printed in the Student Planner.

Every pupil is expected to take part conscientiously in classes and extra-curricular activities. This involves politely and promptly obeying all directions of staff and prefects. This is made clear in the Student Planner.

Commendations

Commendations are given for exceptionally good work, for good citizenship or for Eco-Awareness. When a girl receives a commendation the teacher will put a commendation sticker in their student to show this. After the girl has obtained a certain number of commendations for each category, certificates (Bronze, Silver, Gold and Platinum), will be awarded. Academic, citizenship and eco-awareness commendations will be counted independently, i.e. they will need 10 academic **or** 10 citizenship commendations for a Bronze certificate, not a combination of both. When a girl has done particularly well, a letter will be sent home to inform their parents. Commendations go towards the House Shield at the end of the year and are also recorded on each girl's report.

Bronze	10 commendations	Gold	50 commendations
Silver	25 commendations	Platinum	75 commendations

Sanctions

If a pupil misbehaves, swift remedial action should be taken by staff or prefects. The latter have sanctions that they can use for minor, easily identified misdemeanours.

Infringements of the Behaviour Code will lead to a half-hour lunchtime detention or community service supervised by Heads of Year. Girls may not be excused because of an extra-curricular activity.



Serious offences are reported to the Deputy Head. Thorough investigations will be carried out, which may involve removing girls from lessons pending the results of the investigation. Parents will be kept informed.

Punishment for a serious offence will be detention which is held for one hour after school at 4.00pm, and recorded in the detention book. Girls may not be excused because of an extra-curricular activity.

In cases of more serious offences, a Saturday detention, held by the Headmistress or the Deputy Head, or fixed term or permanent exclusion may result, depending on the level of seriousness.

Examples of behaviour which may lead to fixed term or permanent suspension are possession of smoking materials and alcohol, bullying or theft.

Pupils' Code of Conduct

- All members of the Farlington community are expected to act considerately, and show respect towards each other.
- Pupils are expected to make full use of the opportunities available to them. Work should be completed to the highest possible standards and handed in on time.
- Pupils are expected to respect the rights and property of others. If you need to borrow something always ask the owner first and return it as soon as possible.
- All pupils should work towards improving the Eco status of the school. **REDUCE, REUSE, RECYCLE.**
- Every pupil should take responsibility for her own actions.
- If a pupil is absent from a lesson due to an extracurricular activity, they should fill in an 'Absence from Lesson' form and hand it to their teacher by the previous lesson at the latest.
- Commitment to teams, clubs and extra-curricular activities is important. Attendance at matches/meetings/concerts is expected; if absence is unavoidable, a written letter of apology should be given to the teacher at least two days in advance.
- All pupils should look after school property, and not drop litter anywhere in the buildings or in the grounds.
- For their own safety, girls must keep within the bounds when in the school grounds.
- Pupils are expected to suggest and support ways of helping others within and outside the Farlington Community.



Prep School –

The Prep School has a House System: Aylward, Keller, Nightingale and Pankhurst. All girls are put into a house on entering the Prep School. Commendations are given to individual girls for good work, helpfulness and sensible behaviour. Any one may give these; Class Teachers, Teaching Assistants or Peripatetic Teachers. The house totals are collected and announced at a weekly assembly and the winning house is announced at the last assembly of term and is awarded the House Trophy. The houses are also used at sports day for team races and for house sports events. The Houses also organise their own fundraising activities.

Issues of behaviour are discussed at a weekly staff briefing. The main pillar of our behaviour management is to praise and reward good behaviour and apply sanctions as necessary. At all times pupils should be made aware of our expectations and to support these each class follows the 'Six Golden Rules' (Jenny Mosley, for the Quality Circle Time Model). Serious incidents of misbehaviour must be reported to the Nursery Manager, Class Teacher, Deputy Head or, in really serious incidents, directly to the Headmistress of the Prep School. A written report may be requested. Parents are always informed immediately if their child has been involved in a serious misdemeanour.

Prep School rules are kept to a minimum to allow the pupils to remember them. High standards of conduct are expected from the pupils at all times. Currently the main rules are:

Do be kind and helpful – don't hurt people's feelings

Do be gentle – don't hurt anyone

Do listen – don't interrupt

Do work hard – don't waste your or other people's time

Do be honest – don't cover up the truth

Do look after property – don't waste or damage things.

The interpretation and implementation of the Golden Rules is done through whole School assemblies, form periods, Personal, Social and Health Education (PSHE) and Circle Time in the classroom. The Golden Rules are displayed in every classroom throughout the Prep School and the Nursery.

Farlington Preparatory School is a place where being gentle, kind, honest, hard working, careful and a good listener are valued and encouraged.

Whole School

Corporal punishment is not used at Farlington.

However, there may be occasions when the action of a pupil may seriously transgress the normal boundaries of behaviour acceptable within a School community and where 'physical intervention' may be necessary. The Education Act of 1996 allows all teachers to use reasonable force to prevent a pupil from:



- committing a criminal offence
- injuring themselves or others
- damaging property
- acting in a way that is counter to maintaining good order and discipline at the school.

Any incidents where force is used should be recorded with the Headmistress/Deputy Head. Parents should be informed and allowed an opportunity to discuss the incident further with relevant staff.

Any pupil found to be abusing solvents or possessing or using illegal drugs in School must expect to be permanently excluded.