



## 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 Lifeskills 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 planner 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 her 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, 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 to be 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's Code of Conduct is based on the 'Six Golden Rules' (Jenny Mosley, from the Quality Circle Time Model), which underpin all that we do. High standards of behaviour are expected from the pupils at all times and using the 'Six Golden Rules' makes it easy for all children to memorise.

*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 class. The Golden Rules are displayed in every classroom throughout the Prep School and in the Nursery Class.

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 are made aware of our expectations and these are supported by the Six Golden Rules.

Serious incidents of misbehaviour are reported to the Nursery Manager, Deputy Head or, in really serious cases, directly to the Headmistress of the Prep School. A written report is produced detailing the incident and parents are always informed immediately if their child has been involved in a serious misdemeanour.

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. Anyone may give these; Class Teachers, Teaching Assistants or Peripatetic staff. The House totals are collected and announced at a weekly assembly and the top scoring 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.



### **The Early Years Foundation Stage**

At Farlington, all members of staff in the Early Years unit are familiar with the principles behind the Personal, Social and Emotional areas of development in the EYFS curriculum.

We all strive to lead our pupils towards the Early Learning Goals by providing positive role models and by practising minimum intervention with maximum observation. Intervention, when necessary, (e.g. when there is a danger of physical harm), can take several forms, according to the judgement of the adult. There could be a timer provided to allow the sharing of a toy; there could be an adult to listen to both children explaining their anger or frustration, or an adult leading a child to a different group of friends or alternative activity. These are examples of routine strategies.

The emphasis on rewarding the positive and on encouraging all children to see things from the other's point of view are both considered very important in our daily educative process.

The Nursery Handbook states

“We promote a positive attitude to learning in a safe and secure environment, celebrating each other's achievements.”

In order to be consistent in our approach (in the event of adverse behaviour), the Nursery Staff use three main expressions:-

- Dangerous
- Not kind
- Sensible

As the year progresses, the children will be encouraged to resolve minor conflicts by using a set pattern of phrases, enabling them to express how they are feeling. These are:-

- When you.....
- It made me feel.....
- I need you to.....

This empowers the children to deal with their own conflicts. If this proves ineffective, the staff will of course step in to de-fuse the situation.

When a girl enters the Reception Class, she is introduced to the idea of “school rules”, to become a full member of the “Farlington Family”. Rules are hung up around the classroom, and we also have “Golden Rules” assemblies, led by the Headmistress. “Golden Rules” are the basis of the Prep School's Behaviour Policy, and are applicable to the Reception Class.

Any concerns about children, (medical. social or academic) or friendship issues mentioned by parents or childminders, are shared by the Nursery Manager and the Reception Class Teacher at the weekly staff briefing, with all members of staff who come into contact with children from the EYFS and for general information.



## **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' (restraint) 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.**