



FARLINGTON

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BEHAVIOUR POLICY

**The Behaviour Policy applies to the whole school including the Early Years Foundation Stage.
This Policy should be read in conjunction with the Rewards and Sanctions Policy.**

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 Student Council. The Code of Conduct is 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.

Merits

Merits are given for a variety of reasons from exceptionally good work to resourcefulness and kindness. If a girl receives a merit she will be given a token by her form teacher. When she has done particularly well, a letter will be sent home to inform parents and reported in the weekly newsletter. Merits go towards the House Shield at the end of the year and the awarded tokens will be displayed in the School Library.

Sanctions

If a pupil misbehaves, swift remedial action should be taken by staff or prefects.

Infringements of the Code of Conduct 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 Assistant 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 a 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 fixed term or permanent exclusion may result, depending on the level of seriousness.

Examples of behaviour which may lead to fixed term or permanent exclusion are possession of smoking materials, alcohol, drugs, 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, weekly House assemblies, Personal, Social and Health Education (PSHE) lessons and Circle Time in class. The Golden Rules are displayed in every classroom throughout the Prep School. In our Reception class there are 9 'I can rules' that link to the Golden Rules. These are displayed in classrooms and referred to whenever needed to reinforce good behaviour:

I can remember to keep my hands and feet to myself

I can remember to be polite

I can remember to listen carefully

I can remember to share and take turns

I can remember to put things away

I can remember to help others

I can remember to line up quietly

I can remember to put my hand up

I can remember to walk not run in the classroom

Reviewed and updated June 2015

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Updated August 2017

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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 Assistant Head or, in really serious cases, directly to the Headmistress. A written report is produced detailing the incident and parents are always informed immediately if their child has been involved in a serious misdemeanour.

A serious incident is one that

- causes or threatens physical harm to another person or to themselves
- damages or interferes with another's property, including theft
- involves offensive or inappropriate language
- shows contempt or disrespect to a member of the School community
- involves bullying (see Anti-Bullying Policy for definition)

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, effort, helpfulness and sensible behaviour. Anyone may give these; Class Teachers, Teaching Assistants or Peripatetic staff. The commendation totals are collected and announced at a weekly House Assembly. The top scoring House is announced at the last assembly of term and is awarded the House Trophy. Bronze, silver, gold and platinum certificates for commendations are awarded when a pupil reaches a certain number of commendations for each level.

Pre-Prep & EYFS (Reception – Prep 2)

Bronze	10 commendations
Silver	20 commendations
Gold	40 commendations
Platinum	50 commendations

Prep School (Preps 3 – 6)

Bronze	20 commendations
Silver	40 commendations
Gold	60 commendations
Platinum	80 commendations

The Houses are also used at Sports Day for team and individual races and for House sports events such as House Hockey, Netball and Cross-Country Competitions.

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.

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

Whole School

Right to Search

- Staff are entitled to search pupils' bags, lockers, dormitory furniture or clothes, if they have reasonable cause to believe they contain suspicious items such as drugs. **Items of clothing should not be searched while they are being worn. Wherever possible, there should be a witness present throughout the search.**

The following guidelines should be observed at all times:

- Remove the item and place it into a tamper proof evidence bag and seal the bag. The details on the outer bag should be completed. Record the time, place and circumstance when the item came into your possession. Depending on the nature of the item gloves should be worn e.g. drugs.
- Do not investigate the nature of the item, but do record its approximate size and appearance.
- When possible, have the recordings countersigned by a witness.
- Take the item immediately to the Headmistress or one of the Assistant Heads. Do not keep the item on your person or in a place of safe keeping; **to do so may place you at risk.**
- An official report should be completed, recording the time, date and circumstances of the findings.
- The Headmistress can choose to arrange for the Police to remove the item from the premises or may choose to dispose of it in an appropriate way.
- In the event of a discovery of any paraphernalia associated with substance abuse, especially needles and syringes, pupils should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Headmistress must ensure that materials are placed in the 'sharps bin' in the Medical Centre to await collection by the appropriate service.

Restraint

Corporal punishment is not used or threatened 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 1997 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

In these circumstances the teacher may block a pupil's path, shepherd a pupil away, or physically restrain a pupil by placing arms around the pupil, pinning his/her arms. This action **and no more** may be deemed essential.

The law forbids a teacher to use any degree of physical contact as a punishment which is deliberately intended to cause pain, injury or humiliation.

All staff have the right to defend themselves against physical attack provided they do not use a disproportionate degree of force to do so. Any force used should always be the minimum needed to achieve the desired effect.

Any incidents where force is used should be reported to the Headmistress immediately.

The report should include:

- factors necessitating physical intervention
- the strategies which were employed prior to using physical intervention
- how physical intervention was effected
- outcome of restraint
- any other action taken in the management of the incident

Parents should be informed and allowed an opportunity to discuss the incident further with relevant staff.

Otherwise the School has a policy of minimal physical contact with pupils. Staff should bear in mind that even well intentioned physical contact can be misconstrued.

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