



<b>Policy Title:</b>	BEHAVIOUR POLICY (INCLUDING REWARDS AND SANCTIONS PROCEDURES)	<b>ISI Policy number:</b> 9a
<b>Author:</b>	The Deputy Head	Checked by: The Head
<b>Date of most recent review:</b>	September 2023	
<b>Date of next review:</b>	June 2024	

**This policy should be read in conjunction with the following three policies:**

**CODE OF CONDUCT FOR PUPILS**

**POLICY FOR THE USE OF REASONABLE FORCE TO CONTROL OR RESTRAIN PUPILS**

**SEARCH POLICY**

**Introduction:**

Duke of Kent School seeks to maintain and develop the harmonious, tolerant and constructive nature of its community and places a high priority on excellent behaviour. Developing excellent behaviour not only underpins the achievement of academic and personal potential but prepares pupils to play a positive role in their adult lives. Duke of Kent School aims to operate effective strategies for managing behaviour and encouraging pupils to act responsibly.

This policy sets out how the School promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour. It sets out how we aim to support the behaviour of pupils and to support staff in their management of pupil behaviour and should be read in conjunction with the Anti-Bullying Strategy. Duke of Kent School is committed to pursuing equal opportunities for all members of the community. This policy refers to all Prep and Senior pupils (Y3-11), and sits alongside the Pre-prep (YN-2 including EYFS) Behaviour Policy.

Duke of Kent School recognises its duties under the Equalities Act 2010, including issues related to pupils with special educational needs and disabilities, and this policy sets out how reasonable adjustments are made for these pupils.

Duke of Kent School is committed to multi-agency communication and collaboration in accordance with 'Keeping Children Safe in Education' (2023) and regularly works with a wide range of external agencies including Children's Social Care, the Police, Education Welfare and General Practitioners.

**Responsibilities and Record Keeping**

The Head is responsible for maintaining high standards of behaviour in the School. Day to day behaviour management is delegated to the Deputy Head who oversees and supports the work of the Heads of Section. Form and subject teachers record stars, merits debits and commendations on our database, ISAMS, providing the Head of Section with a clear and centralised picture of daily behaviour issues in the

School. Bullying and unpleasantness to others are also separately logged by the Deputy Head, to enable the Head and Governors to have a clear understanding of behaviour issues and incidents, to enable the identification of any patterns, and to take any ameliorative action necessary. The Head also maintains a central record of Sanctions for Serious Misbehaviour, enabling the Senior Leadership Team and Governors to identify any patterns arising. Serious Misbehaviour includes Stripes, Head's Detention, Suspension and Expulsion.

## **1. Behaviour Expectations:**

1.1 All pupils at Duke of Kent School will be expected to understand and accept that good behaviour and discipline are essential to the efficient, safe and effective running of the School.

1.2 Pupils are expected to keep the School Code of Conduct. Pupils are welcome to discuss community rules with teachers and are encouraged to think about the reasoning behind them.

1.3 Pupils will be made aware of the five core values (Kindness, Effort, Respect, Responsibility, Honesty) and School Code of Conduct on entry to the School and will have termly reminders during Form Time with opportunities to discuss the application of these values. The five core values provide a basis to the younger students for their understanding of the School Code of Conduct.

1.4 If any pupil is in doubt about whether or not his or her actions contravene the School Code of Conduct, he or she must seek advice from any member of staff.

1.5 **Disciplining Beyond the School Gate:** Disciplining beyond the 'school gate' relates to the School's response to bad behaviour and bullying (including cyber-bullying) which occurs off the School premises and is reported to the School or is witnessed by a member of staff. There may be occasions on which a pupil's behaviour outside of School will need to be addressed, at the discretion of the Head, under the School's disciplinary procedures (sanctions).

The School Code of Conduct applies: at all times when pupils are engaged in School activities, whether on or off site and whether pupils are in School Uniform or 'home clothes'; when pupils are travelling to and from School; when pupils are in some other way identifiable as pupils of Duke of Kent School.

Misbehaviour at any time, whether in or out of School that could have repercussions for the safe running of the School, poses a physical or psychological threat to another pupil or member of the public or could adversely affect the reputation of the School may, at the discretion of the Head, be dealt with by the imposing of sanctions described in this Behaviour Policy, including temporary (suspension) and permanent (expulsion) exclusion. The Head will also consider whether it is appropriate to inform the Police of the pupil's behaviour. In addition the Head will consider whether the behaviour may be linked to the pupil suffering or being likely to suffer significant harm; if this is thought to be the case the Designated Safeguarding Lead will be notified and School Safeguarding Policy will be followed.

1.6 **Bullying:** Duke of Kent School values every individual in the community and believes each deserves to be treated with respect. Sensitivity to the feelings and needs of others is central to the School ethos. Bullying, including cyber-bullying, is absolutely contrary to the School ethos.

Duke of Kent School does not tolerate bullying and works actively to prevent bullying from happening. We seek to create an environment that significantly reduces the likelihood of bullying behaviour, educate pupils about bullying and cyber-bullying and aim to sustain a culture of excellent pastoral care and open communication in which incidents will be readily reported and will meet a constructive response.

Bullying can take place between any members of a community, irrespective of age, gender or role. It is necessary for the entire community to be vigilant, to report any concerns and to do all possible to prevent bullying from taking place. Further information about the School's approach to preventing and responding to bullying can be found in the Anti-Bullying Strategy.

## **2. Approaches to Behaviour:**

- 2.1 Corporal punishment of any kind is absolutely forbidden. No sanction should be designed to humiliate or intimidate, nor should punishment be excessive in its requirements.
- 2.2 All staff at Duke of Kent School have a role to play in promoting positive behaviour. Any member of staff who sees a pupil misbehaving should either tackle this directly or report it to the Form Teacher/Head of Section, as appropriate.
- 2.3 Staff are expected to model appropriate behaviour at all times.
- 2.4 Positive behaviour will be promoted through the use of both Rewards and Sanctions; staff are reminded to use encouragement and reinforcement when pupils are demonstrating good behaviour.
- 2.5 Positive behaviour is essential if all pupils are to achieve their potential. Staff should have high expectations of behaviour, using the Rewards and Sanctions to respond to pupil behaviour and should seek advice and support from Heads of Department, Heads of Section and Senior Leadership Team when required.
- 2.6 Duke of Kent School highly values its relationship with parents and seeks to work with them when pupil behaviour falls short of expectations. Parents are always welcome to make an appointment to discuss pupil behaviour with a member of staff, usually the Form Teacher in the first instance.
- 2.7 Regular Staff Briefings and Weekly Senior Leadership Meeting all provide opportunities to raise and discuss pupil behaviour; in urgent cases staff should report any concerns directly to Head of Section or Deputy Head without delay.
- 2.8 Staff should take time to explain the reasoning behind behavioural expectations where possible. Pupils should be made aware that sanctions are designed to support pupils towards acceptable behaviour.
- 2.9 Effectiveness of behavioural approaches and the content of the Code of Conduct will be discussed at least annually by the Governing Body, Senior Leadership, at Staff Meeting and by School Council.
- 2.10 Staff will seek to inculcate self-discipline in pupils.
- 2.11 Duke of Kent School takes seriously its duties under the Equality Act 2010 and rewards and sanctions must be applied fairly and without discrimination; staff should consult the Head of Section or Deputy Head if they require any support or advice in this area.
- 2.12 Staff are reminded to be aware that pupils with Special Educational Needs and Disabilities (SEND) may need particular consideration in the areas of discipline, behaviour management, rewards and sanctions and staff must ensure that expectations are reasonable for and clearly understood by all pupils. Staff are encouraged to consult the Head of Section or Head of Learning Development whenever advice is required. SEND will be taken into account by the Head or her delegated representative when any decisions are made concerning pupils with SEND. Reasonable adjustments will be made to ensure that pupils are not discriminated against on the basis of their SEND in the areas of rewards and sanctions.

## **3. Rewards**

- 3.1 Merits (Y7 -11) are awarded for good work, helpful behaviour etc. They are recorded on ISAMS and monitored by Form Teachers. Merits go towards the awarding of certificates (Bronze, Silver, Gold) and prizes, at the end of each term. For pupils in Pre-prep and Prep School (YN – 6), stars are awarded for hard work and effort; Diamonds are awarded for kindness and helpfulness. Star Certificates (Bronze, Silver, Gold) are awarded throughout the term in Pre-prep, and Stellar (star) and Ambassador (diamond) prizes are awarded at the end of term. Merits, Stars and Diamonds earned by pupils from Nursery to Year 11 also represent points towards the House Cup.

3.2 Commendations (Y7-11) are awarded at the discretion of members of staff, relating to excellence or exceptional performance (relative to the pupil's abilities), effort or service to the community, sport, music, drama and activities and are signed off by the Head of Senior School or the Head. Further awards are given to individuals, and to the House, who have received the most commendations in a term. Commendations also represent points towards the House Cup. Students are presented with Commendation badges on reaching certain milestones. (10, 20, 30 badges)

3.3 Rewards for attitude to learning – at the end of each term, Form Teachers review the Effort Grades for their Year and propose three pupils, in Senior School, to receive a certificate for attitude to learning which gives them an online voucher. In Pre-prep and Prep School, two pupils per class receive a certificate (and stationery) at the end of each term for the most Progress and most consistent Attainment in attitude to learning.

3.4 Academic prizes - At the end of the year, academic prizes are awarded in all year groups (coordinated by the Deputy Head, for attitude to learning). Yr 11 and Yr 6 are awarded subject prizes during Prize Giving.

3.5 Subject Postcards/Emails home – These can be sent to parents, as desired, by subject teachers to indicate some exceptionally good effort or achievement by pupils at any time of the term. These cards are kept by Heads of Department.

#### **4. Sanctions**

##### **4.1 For Unsatisfactory work**

Extra work may be set to be done in break times in the first instance. In the event of a repeat offence, please refer to the Section Head. If a teacher wishes to send work to be redone at home over the weekend, the pupil's Form Teacher and Head of Prep/Senior School should be informed.

##### **4.2 Report Card**

In certain cases, children whose work, effort & achievement grades or behaviour are poor may be put on a Report Card. (See Head of Prep/Senior School)

##### **4.3 Debits and Detentions**

These are given for minor offences such as lateness, forgetfulness and minor disobedience. It is usual to award the debit after warnings have been ignored rather than on the first offence. Debits are awarded via ISAMS.

For Prep pupils, two debits in one week lead to a 'Debit Detention' which involves missing break-time on Monday or Thursday. The Head of Prep informs the Form Teachers which members of their form need to report to the detention which is held from 12.30pm to 1.00pm. Repeat appearances in Debit Detention are followed up by the Head of Prep.

In Senior School two debits in a week also incur a detention; parents are informed when this occurs. Seniors attend Detention during Friday lunchtime. The Head of Senior School monitors senior debits. Four detentions in a single term, result in a Head's Detention. Head's Detention is run on Friday evening, by arrangement with parents, by the Head or a member of the Senior Leadership Team.

Debits are reviewed weekly by the Senior Leadership Team and annually by the Governing Board Education Committee.

##### **4.4 Stripes**

These are given for more serious breaches of discipline (e.g. fighting, rudeness or lying to Staff, breaking of the School Rules.) The pupil should be informed of the stripe which is then written up on ISAMS. The giving of a stripe is followed up by Form Teachers and Heads of Prep and Senior School. Parents must be informed.

A stripe will usually be given by the Head of Section or a member of the Senior Leadership Team. If a teacher is in doubt about which punishment is most appropriate on a given occasion, the Head of Prep or Senior School or the Deputy Head should be consulted. A detention may also be given at the discretion of the Head of Section.

#### 4.5 Confiscation

When a teacher takes away a piece of property belonging to a pupil because it is being used dangerously or inappropriately (eg ball in classroom):

- \* a reason will be given for the confiscation and a date when the item may be collected from (e.g. next day, end of week)
- \* the object must be labelled and kept somewhere safe. A box for this purpose is located in the Staff Room. Valuable items should be handed to the Deputy Head for safe-keeping.
- \* if appropriate the item may be returned to the pupil's parents.

#### 4.6 Pupil removal

If a pupil's behaviour deteriorates to such an extent that a teacher feels it necessary to have the pupil removed from the room, the pupil should either be sent to the Head of Prep/Senior School or to the Deputy Head who may keep the child away from their class for the rest of the Period, or another child should be sent with a note to the School Office to ask for Senior Leadership assistance.

#### 4.7 Free time isolation

If a pupil's behaviour is deemed to be of risk to other pupils during break time or lunch time due to a transgression, they may be placed on free time isolation. They will then sit with a member of the senior leadership team during non-lesson time. Their parents will be informed and it will be added to their record.

### 5. **Serious Misconduct Arrangements**

5.1 In the event of serious and/or repeated transgressions of rules, the School may from time to time suspend or exclude a pupil, either temporarily or permanently. Serious misconduct will require investigation and interview. The Head of Section should consult with the Deputy Head who will decide who should conduct the meeting.

The pupil should be brought to an office with, where possible, two members of staff present, one of whom will conduct the interview; the other will make notes. Where appropriate, the pupil will be asked to give a written account of the incident. While waiting to be interviewed the pupil may be segregated but must be made as comfortable as possible, accompanied or regularly visited by a member of staff, given access to a lavatory and appropriate food and drink.

Where investigation suggests that suspension or exclusion may be an appropriate response, a Disciplinary Meeting will take place. This will be convened by the Deputy Head (or another member of the Senior Leadership Team instructed by the Head). Should the Deputy believe that the incident may lead to a suspension, or a possible permanent exclusion (expulsion), parents will where possible be alerted at this stage.

#### 5.2 Disciplinary Meeting Procedure

a. Documentation: The Deputy Head or Head of Section will ensure that the Head has the following documents available at the Disciplinary Meeting:

- A statement of the points of complaint against the pupil
- Written statements and notes of evidence related to the complaint and any relevant correspondence
- Notes from the initial investigation meeting
- The pupil's school file
- The relevant policies and procedures

b. Attendance: The pupil and the pupil's parents if deemed necessary may be asked to attend the Disciplinary Meeting with the Head at which the Deputy Head and Head of Section will explain the

circumstances of the complaint and the investigation. The pupil will be given the option of having the Form Teacher present. The pupil and parents, if present, will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed and their statements will be disclosed but in most cases the anonymity of pupils will be preserved where possible.

c. **Disciplinary Meeting proceedings:**

- The complaints: the Head will consider the complaints and evidence, including any statements made on behalf of or by the pupil. Unless the Head considers further investigation is required, she will decide whether the complaint has been sufficiently proved.
- The sanction: If the complaint has been proved the Head will outline the range of disciplinary sanctions possible. The pupil and parents, if present, will have an opportunity to make a further statement. The pupil's disciplinary record will be taken into account. The Head will present a decision with reasons, usually within 24 hours.
- Leaving status: If the Head decides a pupil must leave the School, she will usually consult with a parent before deciding on the pupil's leaving status. If the Head believes that the pupil should leave the School, she will consult with the Chairman of Governors.
- Delayed effect: The decision to expel a pupil will take effect 72 hours after the decision was first communicated to a parent. Until then, the pupil shall remain suspended. If within 72 hours the parents have made a written application for a Review by the Governors, the pupil will remain suspended until the Review has taken place.
- Suspension pending investigation: If, following the Disciplinary Meeting, further information or investigation is required by the Head, a pupil may be suspended pending investigation, usually for no more than 5 days.

## **6. Suspension**

Depending on the seriousness of the infringement, pupils may be placed in internal suspension (school based) or be suspended (time away from school) for up to 3 days. The following offences are likely to be met with suspension (note: this list is not exhaustive but should be taken as a guide):

Consuming alcohol or other intoxicants; drunkenness; violent behaviour; bullying; racism; sexism; bringing the School into disrepute; failure to attend Senior Detention; tampering with fire-fighting or safety equipment; vandalism or improper use of School facilities and resources; misuse of the internet or other media devices; breaches of the Acceptable Use policies; disruption of lessons or other School events; bringing into School offensive weapons or pornography; recurring offences; rudeness to staff; persistent 'low level' infractions, publishing offensive or damaging information on the internet about the school, staff or pupils; sexual harassment; theft; repeated smoking; buying or selling without permission; truancy; unsafe behaviour.

A reintegration plan will be put into place upon return of the pupil to School and will be implemented and monitored by the Heads of Section.

## **7. Expulsion**

7.1 The following offences are likely to result in a recommendation to expel (note: this list is not exhaustive but should be taken as a guide): Repetition of the above suspension offences; using or supplying drugs or other intoxicants; theft; serious unprovoked physical assault, extreme hostility to or intimidation of a pupil or member of staff; repeated suspension; arson; behaviour which threatens the safety or well-being of others; breach of a behavioural or attendance contract.

7.2 If the Head believes it to be in the best interests of the School and/or the pupil, she may ask parents to 'withdraw' a pupil from the School.

7.3 Wherever possible, the School will assist the pupil's family in finding another school.

7.4 An appeal procedure is available to parents following a decision to expel.

7.5 The Governors may exclude a pupil from school if fees remain unpaid after due warning being sent to parents. If a child has been excluded from School, depending on the particular situation, he or she may be allowed to return to sit an external examination for which he or she has already been entered.

7.6 There will be no refund of the acceptance deposit or of fees for the current or past terms. There will be no charge to fees in lieu of notice but, save for any contrary provisions in any other agreement made between the Parents and the School, all arrears of Fees and any other sums due to the School will be payable.

7.7 It is envisaged that this situation will arise extremely rarely. The Head will act fairly and in accordance with the procedures of natural justice.

## **8. Appeal**

8.1 Should a pupil's parents wish to appeal against the decision they should lodge a written statement within 72 hours with the Clerk to the Governors, who will forward it to the Chair of Governors. During the appeal process the pupil will remain suspended.

8.2 The Chair of Governors will convene a committee consisting of 2 governors and someone independent of the School, chaired by a governor who has not been involved in the complaint.

8.3 This committee will usually review the case within 10 working days of the receipt of the appeal letter.

8.4 The Governors' Committee will review all written evidence and may interview the Head, Deputy Head, Head of Section, relevant staff, the pupil and parents.

8.5 A written decision will usually be sent to parents within 48 hours of the hearing.

## **9. Malicious Allegations**

Duke of Kent School places the highest priority on safeguarding and promoting the welfare of its pupils. In the event that an allegation of abuse against a member of staff brought by a pupil is found to be malicious after investigation, sanctions, which may include temporary or permanent exclusion, will be applied by the Head in consultation with the Chairman of Governors.

## **10. Support Systems for Pupils and Transition Arrangements**

10.1 All teachers play a role in supporting pupils with their behaviour and Form Teachers have a particular responsibility to provide such support. The School recognises the vital importance of home-school partnership; close communication with parents plays an essential role in supporting pupils in their behaviour. Where the standard behaviour arrangements have not swiftly proved effective, the Head of Section may ask parents to attend to discuss a Support Plan designed to improve the situation; the pupil concerned will wherever possible play a central role in any such discussion.

10.2 Form Teachers, Heads of Section, the Wellbeing Co-ordinator and Nurses are readily available to discuss any behaviour issues that may be causing concern to a pupil or parent.

Pupils have access to the Wellbeing Coordinator who is trained and experienced in cognitive behavioural therapy. Pupils who choose to use this service may self-refer or the recommendation can come from families or teachers.

10.3 The School seeks to support pupils by recognizing any improvements they make in behaviour. For example, a pupil who has been sanctioned for serious misbehaviour might be sent to the Head to be congratulated on successful completion of a Support Plan or after a period of particularly good behaviour.

10.4 Transition, both on arrival and departure, and between sections of the School, can prove challenging for many pupils and the School is alert to behaviour issues arising from anxiety or unfamiliarity with the context. Good induction, and close communication where necessary with previous schools, with families and with the pupils themselves, play an important role in supporting pupils during transition. Heads of Section (supported by the Head of Y7 Transition) oversee and support transition.

## **11. Staff Induction and Training**

11.1 Staff are reminded of the contents of the behaviour policy and the school's rewards and sanctions policies regularly at INSETS and staff briefings.

11.2 New staff are talked through and trained on how behaviour is managed in the school during their induction.

## **12. Child-on-child abuse**

12.1 The school's procedures and measures related to child-on-child abuse can be found in the Safeguarding Policy.

## **13. Banned Items and Searches**

13.1 This section of the policy should be read in conjunction with the school's Search Policy.

13.2 The school has the right to search pupils should there be reasonable suspicion that they are in possession of an illegal item. This includes:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- fireworks;
- pornographic images;
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or injure a person or damage property; and
- any item which a school policy specifies as banned and able to be searched for\*

Any item found on a pupil from the above list will result in a referral to the police.

13.2 \* The school specifies the following as banned for students on the school site and in the school rules:

- mobile phones
- e-cigarettes and vapes
- 'legal' highs
- extremist material (This will be treated under the PREVENT guidance)
- chewing gum
- energy drinks

Any pupil in found possession of these items will be sanctioned under the rewards and sanctions with a minimum of two debits issued.



## **14. Behaviour off the School Premises**

14.1 While a pupil's behaviour out of school time is the responsibility of parents/guardians, the school has the power to sanction a pupil for misbehaviour outside of school.

14.2 This includes misbehaviours online that do not fit in with the school's ethos and rules. Other incidents might include:

- taking part in a school organised activity
- travelling to and from school
- when wearing school uniform
- when identifiable as a member of the school community
- when there could be repercussions for the school and its reputation
- it poses a threat to another pupil

<b>Policy Title:</b>	<b>Prep &amp; Pre-prep (including EYFS) Behaviour Management Statement of Aims and Procedures</b>	
<b>Author:</b>	Head of Prep and Pre-prep	
<b>Date of most recent review:</b>	September 2023	
<b>Date of next review:</b>	June 2024	

**This document should be read in conjunction with the Duke of Kent School Safeguarding Policy and Pupil Code of Conduct.**

**The named person with responsibility for behaviour management in Prep & Pre-prep (including EYFS) is the Head of Prep and Pre-prep.**

### **Statement of intent**

Duke of Kent School Pre-prep believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

### **Aim**

We aim to promote positive behaviour and to help the children understand and respect the needs and rights of others.

### **Key Principles**

- Staff will provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy
- We expect all members of our setting - children, parents, staff, volunteers and students - to keep to the guidelines, requiring these to be applied consistently
- The process of inducting new staff involves reading our Behaviour Policy
- We ensure praise is given when it is due, modelling and highlighting positive behaviours. We are aware that pupils with Special Educational Needs and Disabilities (SEND) may need particular consideration in the areas of discipline, behaviour management, rewards and sanction and staff are encouraged to consult the Head of Prep and Pre-Prep or Head of Learning Development (SENCO – Special Educational Needs Co-ordinator) whenever advice is required. Reasonable adjustments are made for pupils with SEND.
- We work in partnership with children's parents who are able to discuss their children's behaviour with any member of staff. Staff may choose to raise concerns about behaviour with a child's parents and to decide alongside the parent how to respond appropriately
- We recognize that codes for interacting with other people vary between cultures and require staff to be aware of - and respect - those used by all at the school
- We will explore events occurring in the run up to poor behaviour and, if needed, further help will be sought from the teaching staff and an Individual Behaviour Plan (IBP) will be produced in consultation with the child's parents.

### **Positive strategies for negative behaviour**

Staff use positive strategies for handling any inconsiderate behaviour, by helping children find solutions in ways which are appropriate for the children's ages and stages of development. Such solutions might include negotiation, intervention, diversion and distraction.

- We aim to be calm, patient and consistent when responding to children's inconsiderate behaviour
- We ensure that there are enough resources and sufficient activities available so that children are meaningfully occupied

- We positively affirm considerate behaviour such as kindness and willingness to share
- We support each child in developing positive self-esteem, confidence and feelings of competence
- We support each child in developing a sense of belonging in our group, so that they feel valued and welcome
- We avoid creating situations in which children receive adult attention for negative behaviour
- When children behave in inconsiderate ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately
- Any time a child is asked to sit out an activity, or classroom, due to inappropriate behaviour, they will always be supervised by staff
- In line with the Law, we never use physical (corporal) punishment at the School. Children are never threatened with this
- We do not use techniques which single out and humiliate individual children
- We use physical intervention, such as removal or restraint, only as a last resort and only to prevent injury to themselves, other children or adults. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Head of Prep and Pre-prep. An incident sheet is completed and they are recorded in the child's personal file. The child's parent is informed on the same day. The Head is also informed
- In cases of serious misbehaviour, such as assault, racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame. Any issues arising will be discussed immediately with the child's parents

### **Procedure for Behaviour Management in Duke of Kent Prep & Pre-prep Department (including EYFS)**

#### **Rewards Procedure**

Pupils are informed of, and provided regular opportunities to discuss, the School Values: Honesty, Kindness, Effort, Respect and Responsibility. Values Certificates are awarded by the Head of Prep and Pre-prep for exceptional examples of these behaviours.

Pupils can earn Stars for hard work and effort and Diamonds for helpfulness and kindness. Pupils can be awarded these by staff, their peers and themselves. Each child has a reward chart, kept in their tray, on which Stars and Diamonds are recorded.

#### **Sanctions Procedure - Pre-prep only (for Prep Sanctions, see Section 4 of the Behaviour Policy)**

Following any instance where a pupil's behaviour does not meet School expectations, the Class teacher will speak to the child. The following sanctions may also be put in place:

1. The child will be moved or asked to sit out of an activity.
2. The child will miss five minutes of playtime.
3. If repeated, the child will be sent to speak to the Head of Prep and Pre-prep or Pre-Prep Coordinator.
4. If repeated again, the child may be sent to speak to the Head of School or another member of the Senior Leadership Team.

Behaviour that does not meet expectations or falls short of our School Values will be talked about in PSHE/Form Time. No individual child's name will be mentioned or individual incident, but talked about in general terms.

In the event of extreme or repeated bad behaviour, details will be written onto an incident sheet and parents will be informed.

Specific behaviour intervention designed to support and promote positive behaviour will be introduced as required on an individual basis; parents will be kept informed.

#### **Persistent negative behaviour and bullying - Prep & Pre-prep**

We take persistent negative behaviour and bullying very seriously. We define bullying as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. For further information regarding our approach to anti-bullying, please refer to the Anti-bullying Strategy policy.

### **Temporary and Permanent Exclusions - Prep & Pre-prep**

In the event of serious and/or repeated transgressions of rules, the School may from time to time exclude a pupil, either temporarily (suspension) or permanently (permanent exclusion). A formal written record will be made of any exclusion.

Please see the Behaviour Policy for full details of the School's approach to temporary and permanent exclusions. The Head will administer any temporary exclusion ('suspension'), after due consideration and consultation with the Head of Prep and Pre-Prep.

Permanent exclusions would only take place after consultation with the Chairman of Governors and after the parents or guardians of the pupil(s) involved had been reminded of the School's Complaints Procedure.

## Appendix One - Day-to-day rewards & sanctions system - Senior School

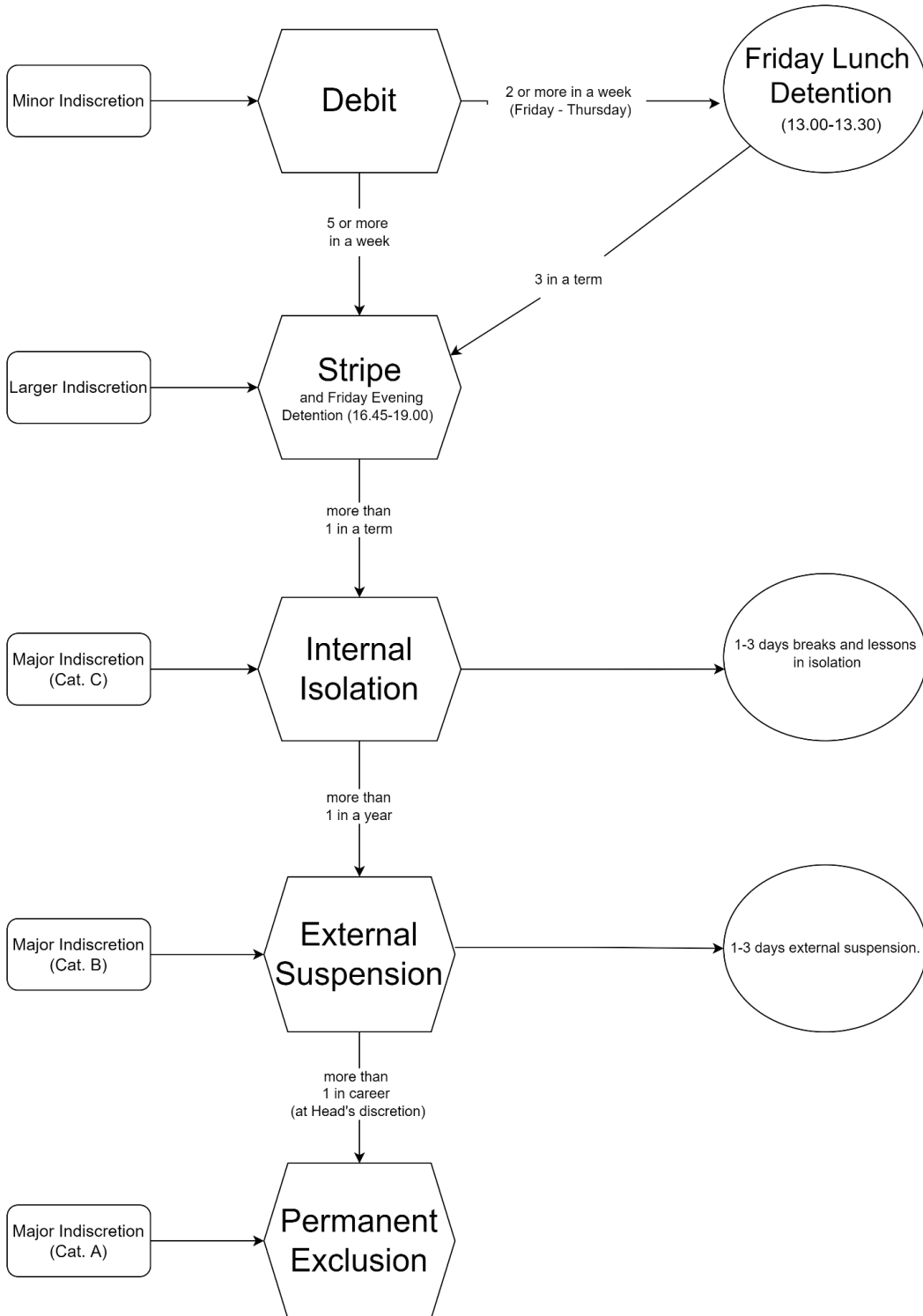
### Rewards

#### **Merits - Count towards individual totals and House totals.**

- Given for effort, particularly in preps. Teachers encouraged to give 2 for outstanding work, 1 for good work, when marking books, and to record these on ISAMS.
  - **Value commendations** also given out and recorded on ISAMS for larger related achievements. These will earn the recipient 5 merits towards their totals.
  - **Pupil receives an email from ISAMS once a week** (Monday 8am) outlining their merits, value commendations and debits for the week. Form teachers can therefore congratulate/ celebrate achievement with them during form time each Monday and implement any intervention strategies that may be necessary.
  - **For every 25 merits gained** = Name read out in assembly and invited to a 'celebration snack' on a Friday morning. Here they are met/congratulated by the Head and other senior staff and receive a special breaktime snack, plus choice of stationary prize/get into lunch early 'fastpass'. WEEKLY.
- 
- Throughout the senior school:
    - ❖ **100 merits = bronze badge**
    - ❖ **200 merits = silver badge**
    - ❖ **300 merits = gold badge**
    - ❖ **500 merits = platinum badge**

## Sanctions

Please see below the system regarding levels of sanction. All misdemeanours (Debit, Stripe, Internal Isolation, External Suspension, Permanent Exclusion) are recorded on ISAMS so as to recognise patterns of behaviour where intervention strategies may be useful.



Debits to be given out for minor discretions. Examples of these, devised with the school council, listed below.

- **Prep** – Each Half-Term one warning (and extension) per teacher ☐ thereafter is a **Debit**.
- **Talking/shouting out/distraction** – Warning (name on board) ☐ then **Debit**. If disruption continues ☐ sent to the Head/SLT.
- **Incorrect school uniform** – One Warning → **Debit** from Form Tutor only (unless note or email received)
- **Shirt** – Warning ☐ then **Debit** (in the same day from same teacher)
- **Taking food out of the dining room** – **Debit**
- **Leaving bags outside the dining room** – (except during tea and breakfast when bags are to be taken into dining room) **Debit**
- **Lack of equipment (Pen/pencil/working Ipad)** – **Debit**
- **All other equipment** – Tell Form Tutor and given a week to get before **Debit**
- **Lateness** – Under 5 mins ☐ warning then **Debit** if happens again/Over 5 mins ☐ **Debit**
- **Ipad's left behind** – No **Debit**, just warning/returned to Form Tutor, if happens continually **Debit** to be given by Form Tutor
- **Play fighting indoors, aggressive behaviour, pushing in queues** – **Debit** (minimum)
- **Littering** – **Debit**
- **Sports kit** – Warning then **Debit** (parts of kit), **Debit** immediately (full kit)
- **Going out of bounds** – **Debit** (minimum)

Other early intervention strategies to be used at any point:

- **Report Card** - To be issued to facilitate better behaviour/attainment IN CLASS. **Green issued by Form Tutor for monitoring minor indiscretions**, **Orange reporting to HoSS/KS3 Co-ordinator**, **Red reporting to Deputy Head/Head**.
- **Free Time Isolation** - To be issued at discretion of FT/HoSS/KS3 Co-ordinator to facilitate better behaviour IN FREE TIME.
- **Breaktime work catch-up** - Allocated by any member of staff (A14 workroom may be used at lunchtime)
- **Community Service Sanctions** - E.g. repainting/cleaning, litter picking, particularly relating to vandalism. Allocated by HoSS/FTs/KS3 Co-ordinator.
- **Letter of Apology** - Allocated by HoSS/FTs/KS3 Co-ordinator.
- **Parent/Child/Form Teacher Meetings**.
- **Pupil Contract** - To show clear and specific targets and expectations on a short-term basis. Allocated by HoSS/Deputy Head/Head.