



## Behaviour, Conduct and Discipline Policy

<b>Member of Staff Responsible</b>	<b>Deputy Head</b>
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<b>Distribution:</b>	<b>All</b>

We aim to ensure that all boys show respect for each other and for all those they meet both inside and outside school. Parents are asked to co-operate in achieving the highest standards of behaviour from the boys and to support the school in maintaining these standards. It is hoped that parents will read this policy carefully and discuss it with their sons.

Where applicable we have paid due regard to the DfE document 'Behaviour and Discipline in Schools (2016)'.

### 1. General principles

- Rokeby aims to encourage all boys to develop honesty, good manners, self-discipline, open-mindedness and a proper respect for others – essentially to be kind.
- Rokeby values both effort and achievement and recognises every positive contribution that a boy makes to the school.
- Where behavioural concerns become apparent, Rokeby wishes to act swiftly to ensure that each boy learns from the experience and rectifies their behaviour accordingly.

### 2. Honesty

- Boys are expected to be honest and to tell the truth at all times.
- If a boy finds some money or property that does not belong to him, he must hand it back to the owner or give it to a member of staff as soon as possible.
- Boys must not borrow other boys' property without their permission, and must always return something that they have been allowed to borrow as soon as possible.
- Boys must show honesty in their work and, unless instruction is given to the contrary, produce work that is entirely their own.

### 3. Good manners

- Rokeby boys are often complimented on their good manners, and this is to be encouraged.
- Boys should always greet visitors politely, and be prepared to help them if necessary.
- Boys should show courtesy and politeness to each other, and to all members of the teaching and non-teaching staff at all times.

#### **4. Self-discipline**

- Boys should take a pride in their school and show respect for the environment in which they play and work.
- Boys should take care not to create any litter, and if they see litter in the classroom or the playground to pick it up and dispose of it properly.
- Boys must respect those areas that they are not allowed to enter.
- Vandalism and graffiti-writing are in no way tolerated and are regarded as serious breaches of discipline.
- If boys discover some damage to property (their own, someone else's or the school's) they should report it immediately to a member of staff.
- Boys must remember that their behaviour should be a credit to the school at all times, whether in the school itself or at matches, on school coaches or public transport. They should be aware of other people in all these situations, and always consider the consequences of their actions.

#### **5. Effort and achievement**

- In the classroom, in sport and in all extra-curricular activities boys are not only individuals but members of a team. Effort and high standards are encouraged and every boy should behave in a way that reflects well on himself and the school.
- Boys are expected to participate fully in the classroom by listening carefully, making sensible contributions and co-operating both with the teacher and with their fellow pupils.
- Each boy should play his part in creating a positive atmosphere in which teachers can teach and all pupils can learn. There should be no "put-downs", and boys should learn to appreciate each other's attributes and talents.

#### **6. Rewards**

- Boys are rewarded wherever and whenever possible in order to give them encouragement. Younger boys (Reception-Year 3) have weekly awards which are presented in a Celebration assembly. A Work of the Week certificate, playtime award and Star Badge are awarded to individual boys. There is also a Behaviour Cup which is awarded half-termly.
- We positively encourage the boys to share their successes out of school and we reward them appropriately.
- Such rewards may take the form of a sticker, kind words and appropriate praise, either verbal or written, to recognise particular effort made in work, art, music, sport, behaviour etc.
- Boys will be awarded house points for especially good work or effort in other areas (including general conduct) and these contribute towards the success of their house. At the end of each term a cup is presented to the house whose boys have gained the most points and another to the boy who has himself gained the most house points during the term.
- Special achievement awards are given to boys who have produced several pieces of very good work and/or something of special merit. These are recorded in the boys' homework diaries.
- Outstanding effort and/or achievement or a series of special achievement awards (see above) may be rewarded by a Red Book Certificate. Staff recommend boys to show a particular piece of work to the Headmaster who will look at it and then decide whether to write the recipient's name in the Red Book and present him with a certificate in

assembly. The Headmaster may also award these certificates to boys who have done something outstanding in any area of school life and to those whose performance in examinations or half term grades is especially good and/or has made a marked improvement.

- Exceptional act(s) of kindness may be rewarded with a 'Blue Book Certificate'. Boys are nominated either by staff or pupils. The Headmaster will then consider the recommendation and decide whether to award it: if he does, the recipient's name is written in the Blue Book and he is presented with a certificate in assembly.
- Exam success for Years 3-8 is rewarded in spring and summer with exam prizes for high achievers and those making excellent progress.
- At the end of each term there is a special final assembly for the awarding of various prizes. In the summer term there is a full Prize Day on the Saturday of the final weekend of term, with a separate Sports Prize Giving in the final week, and parents are invited to attend these.
- Boys in their final year who show leadership qualities may be made Prefects, and there is a Head Boy. These are nominated by the staff with the final decision made by the Headmaster.

## **7. Dress**

- Boys should take a pride in their appearance and ensure that they look neat and tidy at all times.
- School uniform must be worn throughout the school day and for official school activities in the evenings and at weekends, as well as for school outings (unless special arrangements apply).
- Hairstyles should be moderate and jewellery is not permitted.

## **8. Language**

- The use of bad language is unnecessary and offensive. It is not tolerated and boys are liable to be punished for using it.

## **9. Bullying (see separate policy)**

- Bullying is not tolerated at Rokeby, and any indication of it will be swiftly dealt with.
- Bullying can come in various forms, and is sometimes insidious and less easy to detect. Verbal taunts as much as physical attacks are regarded as bullying, and will be punished as necessary.
- No boy or group of boys must bully another in any way, and if any boy is the victim of bullying or sees that someone else is he should immediately inform a member of staff and/or his parents.

## **10. Rules**

- In addition to the general points above the Headmaster may at any time introduce specific rules as he sees fit for the good running of the school.
- Such rules (which might for instance include the banning of certain games and toys) may be deemed necessary for the safety and well-being of everyone in the school community.

- Any school rules imposed apply at all times when boys are at school, representing the school or wearing school uniform.

## **11. Sanctions**

School sanctions are designed to make each boy aware of his misbehaviour and to recognise that misbehaviour has consequences. The intention is that he learns from the experience and that he can then move on to a better place. Good behaviour in and out of lessons makes for a happy and successful learning environment and social experience for all.

Where a trend of misbehaviour is observed, the appropriate staff will meet to decide on the best course of action as there may be underlying issues which need to be addressed or a need for a more comprehensive **Behaviour Management Plan** may need to be created. For example, the behaviour may indicate unhappiness at home, mental health concerns or other influences. Further information can be found within the Safeguarding and Prevent Policies. A register of sanctions is recorded and kept on the school system.

In addition, corporal punishment is neither carried out nor threatened at Rokeby. Plus, reasonable allowances are made for children with SEN when deciding on sanctions.

Any pupils who are found to have made malicious accusations against staff will be disciplined according with the involvement of the Headmaster.

## **12. Support Systems**

There are several systems in place at Rokeby. For every day support and guidance including all matters related to behaviour, conduct and discipline, the Form Tutor is the first port of call. Should further support be required the relevant Year Head will become involved. The Form Tutor/Year Head will then implement strategies to address the matter. These include

- Regular meetings with the relevant pastoral staff
- Traffic light system
- Sticker chart
- Communication with parent/carer
- Behavioural report

Support regarding **transition** takes place in the form of transfer meetings between pastoral staff, move-round afternoons and parents' information evenings.

Where applicable the school will liaise with parents and advise additional support via outside agencies. These could include Educational Psychologists, Clinical Psychologists, Police, Counsellors and other relevant organisations.

### **(Reception -Y2)**

- On occasions the boys may forget how to behave appropriately and be inconsiderate towards others. In the majority of cases, after a discussion with all parties a firm reminder will be sufficient to prevent it from happening again.

- All classes have a behaviour traffic light system. Most boys are expected to stay on a green card. If a boy misbehaves their card is turned to yellow. If the behaviour continues the card is turned to red. A red card could result in a loss of lunchtime play or Golden Time (maximum of 10 minutes). The parents are then contacted by the class teacher. All cards are returned to green at the end of each day.
- If inappropriate behaviour continues then a meeting will be held with the Head of Lower School and the parents and an action plan is created.
- Inappropriate behaviour is recorded by all staff in Reception to Year 2 on a shared document. This is checked fortnightly by the Head of Lower School. Action might be taken against boys whose name appears frequently.

### **(Years 3-8)**

- Where boys break the rules a sanction will be applied. The general principle is to apply a sanction swiftly and for it to be carried out as soon as possible. After this, the 'price is paid' and the matter closed. However, some boys may be repeatedly disruptive on a low level. In order to combat this sort of misbehaviour we have a lunchtime detention which consists of a twenty minute detention before lunch is eaten. A teacher takes the detention class and work is set. The boy is registered and a note is kept, along with the reason for the detention.
- Any boy who has amassed three lunchtime detentions will automatically be issued an after-school detention. Parents will be informed of both lunchtime and after-school detentions. Three after-school detentions will lead to parents being called for a meeting with the Year Head. At the end of each term all records of lunchtime detentions are reset to zero, but not those set for after school.
- If a serious offence were to be committed or if a boy had already received an afterschool detention, the next sanction which can be used is a Saturday morning detention. This would take place at the school at a time arranged with the boy's parents. This should be taken by the appropriate Year Head.
- Year Heads will decide the best course of action in agreement with the boy's Form Tutor. The Deputy Head/Head of Lower School will be kept informed.
- Action may well involve the withdrawal of privileges such as playing in a match or participating in another club, activity or event. It will also involve a weekly report to be signed at every lesson and presented to Form Tutors each week. Report cards may be issued to monitor both academic and/or behavioural issues. If there is no improvement at this point the matter will be referred to the Deputy Head/Head of Lower School and the parents will be involved once again. Continually disruptive behaviour will not be tolerated and a boy in this situation will find his place at the school in jeopardy once the Headmaster is involved.
- The school has a **central register** of serious sanctions imposed upon pupils in order that patterns can be identified.
- If a boy were to commit a grave offence, then the Headmaster would consider suspension or even expulsion in consultation with the Chair of Governors (or in his/her absence, the Vice Chair) before notifying the parents concerned.