



THE BUCHAN SCHOOL

The Buchan School

Behaviour Management Policy

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1 INTRODUCTION & AIMS

Each member of the Buchan community (including EYFS) is expected to follow the rules of the Buchan Charter:

- We are kind.
- We are honest.
- We are polite.
- We always do our best.
- Love your neighbour (everyone) as much as you love yourself.

1.2 A positive approach to behaviour and discipline is promoted: positive praise is promoted and there are many reward systems in place to encourage good behaviour. The general tone in the School is set through Christian values.

As a school we;

Pre-Prep

- award house points (represented by stickers in EYFS & Pre-Prep) for any positive contribution to life in school
- award stickers in the EYFS setting & Pre-Prep Department which contribute to either the individual's or class total.
- Award star of the month certificates
- weekly golden table certificates
- Weekly music certificate

Prep

- award house point certificates termly (for totals of; 50 bronze, silver 75, gold 100, platinum 150)
- Award yellow slips for excellence
- Award 'Golden Tickets'
- Pupil achievements are recognised by the Headteacher, Deputy Head and Head of Prep

Recording house points

A database is maintained by the school office with a record of all house points achieved for pupils in the Prep department.

1.3 Staff are encouraged to be open and accessible and are required to respect the pupils in the way they address and treat them, to be fair and be seen to be fair.

The College's Anti-Bullying Policy, the School Rules, and the E-Safety Policy are all available on the KWC Website, the Pastoral pages of Firefly (Staff, student and parent portal).

2 ACCEPTABLE BEHAVIOUR

2.1 The School defines acceptable behaviour as including the requirements to:

- be courteous, co-operative, helpful and considerate towards:
- other pupils when inside and outside of the school, teachers and other school staff, visitors or other persons within/outside the school premises
- be punctual for school, registration, lessons, assembly and other activities
- behave in a manner which contributes to a positive learning environment

- always complete school work to the best of their ability
- wear proper school uniform
- respect each other, and appreciate everyone regardless of race, culture, religion, lifestyle, sexual orientation, ability/disability and physical characteristics
- respect the school environment and the property of others

3 UNACCEPTABLE BEHAVIOUR OR MISCONDUCT

- 3.1** The School defines unacceptable behaviour as that which includes any behaviour taking place inside school, which disrupts or impacts on the learning or welfare of other pupils or on the maintenance of health, safety and discipline within the school community or which brings the good name of the School into disrepute.
- 3.2** Bullying is an example of unacceptable behaviour and is not tolerated. When incidents of bullying do occur they are investigated thoroughly and strong action is taken to deal with those responsible and to support the person or persons involved. Please refer to the Anti-Bullying Policy for further details.

4 PHYSICAL CONTACT AND RESTRAINT

- 4.1** Guidance on Physical Contact and Restraint can be found in The Restraint Policy, available on the College website.

5 REWARDS AND SANCTIONS

- 5.1** Corporal Punishment is not used at the School.
- 5.2** An outline of Rewards and Sanctions for The Buchan School is set out at Appendix 1

6 SERIOUS MISCONDUCT WITH SPECIFIC CONSEQUENCES

- 6.1** Serious misconduct which **may** lead to suspension or exclusion:
- possession, use or supply of any item which is not appropriate to the age of the child or permitted to be in school
 - bullying and harassment
 - threatening language or behaviour or intimidation
 - violence or physical abuse
 - theft
 - acts that potentially or actually endanger others

7 EXTERNAL AGENCIES

- 7.1** The College/Buchan has an Anti-Bullying Policy. Any incident of bullying is taken seriously and severe and persistent bullying could result in suspension or exclusion. Some types of harassing or threatening behaviour, or types of communication, could be a criminal offence and may involve contacting the police or other agencies. A bullying incident will be addressed as a child protection concern when there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm. In such cases, the Designated Safeguarding Lead will report significant concerns to Isle of Man Department of Social Care.

- 7.2 There is also a procedure in place for conducting a search or confiscating any illegal items or items that are prohibited under the school rules. The College has a legal duty to report the possession of some items to the police. The College has a Search and Confiscation Policy.
- 7.3 The College/Buchan works closely with external agencies (Social Care, Police, other schools, CAMHS etc.) to encourage and ensure that the highest standards of behaviour are maintained at all times.

8 CONFISCATION AND CONDUCTING A SEARCH

- 8.1 A member of staff may confiscate, or retain a pupil's property so long as it is reasonable in the circumstances. What happens to confiscated items is detailed in the school's separate policy for conducting a search of pupils and their possessions. A copy of the Search Procedure is available on the KWC Website or from The Principal's Office.

9 DISCIPLINE BEYOND THE SCHOOL GATE

- 9.1 The School's rules and standards of behaviour apply when a pupil is on a school trip; when a pupil is travelling to or from school; and when a pupil is in school uniform or identifiable as a pupil at the school. Any breach of a school rule in these circumstances will be treated seriously.
- 9.2 The College/Buchan may also take disciplinary measures where a pupil misbehaves in a way that: poses a threat to another pupil or member of the public; could have repercussions for the orderly running of the school; or could adversely affect the reputation of the school.

10. MONITORING AND EVALUATION

- 10.1 Feedback on the College's approach to rewards and sanctions will be sought from pupils via a variety of means, including Student Council, and occasional questionnaires.

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Heads of Prep and Pre-Prep. It is reviewed annually.

Appendix 1 - REWARDS AND SANCTIONS Buchan Prep School

YELLOW SLIPS

These have been introduced as special recognition, above and beyond the standard reasons for awarding House points. They are to be given by members of staff to pupils for outstanding personal improvement, exceptional work, behaviour, attitude and commitment to School.

When a child receives a Yellow Slip from a teacher the following should happen;

- The pupil should hand the Yellow Slip to their Form tutor who can then make a record of it.
- The pupil can collect a 'sunflower' from their Form Tutor, cut it out and can place it on the wall of achievement. *It will be a sunflower head (Buchan Emblem) that the child can write their name on and pin on the display wall.*
- The pupil can then take the Yellow Slip home.

GOLDEN TICKETS

Golden tickets are special awards which a child receives for setting a good example and following the Buchan Charter. This ticket allows the child to go to lunch first on any day usually with a friend.

BLUE SLIPS

- Any child who behaves in a way that merits a blue slip will be given a warning and an opportunity to change their behaviour before any blue slip is given out.
- **Persistent** poor behaviour will be reported / recorded in the form of a Blue Slip.
- The pupil must collect it from the member of staff who issued it and then hand in the Blue Slip to their Form tutor who will keep it. A record is made of when and why it has been given.
- An email will be sent to the Form Tutor and Head of Prep from the teacher who issued it - to ensure that the communication is followed through. **However the emphasis is on the pupil taking responsibility for their actions and following through with the consequences and handling it themselves.**
- There may be occasions where the behaviour is deemed bad enough to merit an instant blue slip. In such cases parents are likely to be contacted and informed.

In the event of a pupil accumulating a number of Blue Slips the procedure will be as follows:

X2 BLUE SLIPS

- Form tutor will then discuss the collective incidents with the pupil.
- Form tutor to contact the parents on an 'informal' basis (by phone, catching them after school) to discuss the slips and inform them of the issues / situation.
- Teacher together with parents discuss ways to help the pupil avoid getting into trouble.

X3 BLUE SLIPS

- If the pupil reaches an accumulation of 3 Blue Slips, he/she must report to Head of Prep who will discuss the issues with the pupil and inform the parents. A formal meeting may be arranged.
- An appropriate punishment in the form of a tasks activity will be given to the pupil.
- The pupil's behaviour will be discussed which may lead to the setting of behaviour targets & future monitoring.

Referral to the Head of Prep and/or to the Head if the behaviour does not improve, or is of a serious nature. **In all cases of persistent offenders or when a serious incident has occurred; a pupil will be referred directly to the Head.**

REWARDS AND SANCTIONS Buchan Pre-Prep School

Rewards: Pupils in EYFS and P2-3 are rewarded in the following way

- Verbal praise
- Stickers for the pupils individual sticker chart
- Class group rewards
- Toy day each Friday
- Award star of the month certificates
- weekly golden table certificates
- Weekly music certificate

Sanctions:

- Traffic light system (green, amber, red)
- If the pupil is placed on amber they will be warned and given an opportunity to rectify their behaviour
- If the pupil is placed on red, parents will be notified and the child's behaviour discussed.
- Pupils misbehaving in the playground will be given time out
- Pupils misbehaving may not be allowed to bring in a toy on toy day

Referral to the Headteacher, Deputy Head and/or to the Head of Prep if the behaviour does not improve, or is of a serious nature.

In all cases of persistent offenders or when a serious incident has occurred; a pupil will be referred directly to the Head.

REWARDING OF REWARDS AND SANCTIONS

Rewards or sanctions which are deemed necessary to note are recorded on ISAMS. This allows a digital record to be kept. Minor issues are recorded in the weekly Prep/Pre-Pre pastoral notes.