



THE DOWNS
PREPARATORY SCHOOL
BRISTOL

6.4 SANCTIONS, REWARDS AND POSITIVE REINFORCEMENT POLICY

Aims

The aims of the policy are to assist in the maintenance of good behaviour among the pupils (in accordance with the Guide to Behaviour and the Dfe non-statutory advice 'Behaviour and discipline in schools January 2016') and a positive work ethic (in accordance with Curriculum policy)

Objectives

- To make clear to all pupils from reception to Year 8, what the expectations of the school are in the areas of behaviour and work.
- To manage the pupils' transition through the school with positive reinforcement sanctions will involve only a comparatively small number of pupils.
- To make clear to the pupils what the consequences will be if they fall short of the expected standards.
- To implement sanctions efficiently, fairly and consistently, whilst making reasonable adjustments for those pupils with special educational needs/disabilities. (In accordance to the Equality Act 2010).
- To liaise with other agencies if the need arises, eg Ed Psychs, LSCB etc
- To take disciplinary action against pupils who are found to have made malicious accusations against staff.

Communication of Policy in the Community

Parents will have access to this policy via the parent handbook.

Pupils will be reminded of our expectations and sanctions during assemblies, lessons and tutor time.

If a child has a behavioural or pastoral need a management plan will be devised in a transparent way. Parents will be consulted and together a plan will be agreed and drawn up. The plan will then be recorded in the pupils file and communicated and implemented by all staff concerned. It will be kept under review and if any amendments are deemed necessary, these will be agreed with and communicated to parents and staff.

The school is always happy to consider suggestions from parents and hope that parents find the school responsive and open-minded.

Corporal Punishment

This form of punishment is not used or threatened at any time at the Downs School.

Physical Intervention

Physical intervention may be undertaken by a member of staff where deemed necessary. (In accordance with the Behaviour Management Policy)

Positive Reinforcement and Rewards

Staff should use positive reinforcement for good behaviour / work as it is positively encouraged within the school.

This can be administered through:

- the simple pat on the back,
- words of encouragement,
- smiley faces in books,
- stickers,
- certificates,
- house points, (See house points policy)
- HMC's,
- visit to Head of Pre-prep or Headmaster,
- colours ties,
- effort grades,
- golden time
- Celebration of success in assembly.
- Presentation of Charlton Kindness Certificate
- Celebration Headmaster's End of term tea

Sanctions in the Pre-Prep

These are based in the expectations of good behaviour at all times, in and out of the classroom. Any misbehaviour at playtime or around school results in:

- i. the teacher will deal with minor incidences as they arise and as they see fit
- ii. the child has time out and is removed from the activity i.e. stands with teacher or sits on bench
- iii. continued misbehaviour or more serious misdemeanours result in missed playtime and sending to Head of Pre Prep.
- iv. The Head of Pre Prep may involve parents when misconduct continues or a serious breach of expectations occurs.
- v. Pupil placed on Academic Report Card for two weeks. Parents informed by Head of Pre Prep
- vi. Formal Saturday morning detention from 9.00 to 12.00 with Head of Pre Prep. MAG informed. Parents informed that the next stage in the process is exclusion from school
- vii. Temporary exclusion or 'suspension' from school – length to be decided by MAG/Head of Pre Prep.
- vii Permanent exclusion or 'expulsion' from school.

In the classroom, children are dealt with in an individual way by class teachers. This can involve some 'time-out' or removal from activities. Children must on no account be sent to stand outside the classroom.

Pre-Prep staff are highly sensitive to the age-related issues of sanctions with very young children and always strive to promote good behaviour through positive reinforcement.

Sanctions in the Prep School

This process will have two distinct strands – Academic and Pastoral, defined as follows:

Academic: Any issue arising from the quality or quantity of work produced in lesson time or for prep,

Pastoral: Any issue arising from poor behaviour in any part of the school, including the classroom or school trips.

The following table outlines the various stages in the process. These can be:

Incremental - where the next one is implemented if the previous one has failed. If three lunchtime detentions are given over a period of half a term, the pupil will be placed on report card and parent's notified.

Bypassed - depending on the nature of the incident, earlier stages can be bypassed, at the discretion of the headmaster, or if the behaviour is recidivist in nature.

Stage	Academic	Pastoral
1	Minor incidences-The teacher concerned to deal with the incident as they see fit. (noted down by teacher in book)	
2	Lunch time detention with CG to do the work concerned. Work finished for prep if not done in lunch time.	Lunch time detention with PCG. An explanation/apology to be written or reflection on incident
3	4 recorded incidents in a two week period, the pupil has meeting with Assistant Head. Informed the next stage is 5 or possibly 6 .	
4	Pupil placed on Academic Report / Support Card for two weeks. Parents informed by CG.	Pupil placed on Behavioural Report / Support Card for two weeks. Parents informed by Assistant Head.
5	<p>'Miss sporting activity or DAS' Formal detention on the following Wednesday at 2.00. Parents to be informed. This will take place regardless of any team commitments, and will not be 'held over'.</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Headmasters Detention at any given time during the week.</p>	
6	Formal Saturday morning detention from 9.00 to 12.00 with Headmaster or Assistant Head. Parents informed, and also informed that the next stage in the process is exclusion from school.	

7	'Time out' – pupil is sent home for time to reflect their behaviour. This is recorded in the serious incident book but does not go on their formal file.
8	Temporary exclusion or 'suspension' from school – length to be decided by MAG.
9	Permanent exclusion or 'expulsion' from school.

Record Books for Pre-Prep and Prep

These two books are always held in the staff resources room (for prep school) and Head of pre-prep office (for Pre-prep) and are not to be removed (unless Assistant Head Prep/Pre-Prep remove for discussion)

- **Pastoral and Academic Conduct Book**

To be used for recording details of both positive and negative comments with regard to pupil behaviour and work. Entries should include objective description of the incident what action has been taken place and what action is requested.

These two books are held securely in Assistant Head's study.

- **Bullying Record Book**

To be used for recording all cases of bullying in pre prep and prep school and analyse trends of bullying at The Downs School.

- **Serious Misbehaviour Book**

To be used for recording all serious misbehaviour in the school and analyse any trends within The Downs School.

Monitoring and Evaluation

The Assistant Head will monitor daily entries and trends in the record books and check that the system is working efficiently. In the light of this monitoring, ongoing discussions with staff will take place throughout the year so the system may be adjusted or changed.

Timescale

There will be an annual review carried out by the Leadership Team.

This policy was adopted on	Signed on behalf of the School	Date for review
<i>1/2/2020</i>	<i>T Westray</i>	<i>01/03/2021</i>