



THE EYFS & JUNIOR KING'S SCHOOL, CANTERBURY

DISCIPLINE AND BEHAVIOUR POLICY

**(Please refer to the Pre-Prep Procedural statement for further information on
EYFS and Key Stage 1)**

Person Responsible: Deputy Head (Pastoral)

Reviewed: September 2017

Next Review Date: September 2018

- a) The School's policy on discipline should reflect and enhance the aims of the School:
 - i) to have a safe, well-ordered and civilized community in which pupils may develop into balanced individuals, capable of respecting and supporting others and of fulfilling responsibilities as members of the school community;
 - ii) to make all teachers and other adult members of the School community aware that they have the opportunity and responsibility to help pupils develop positively;
 - iii) to enable pupils to become aware of and live by the aims and principles upon which the life of the School is based, i.e. the Christian values of justice, truth, service and love; to encourage them to develop their moral awareness and standards by facing up to moral issues and analysing the standards of others;
 - iv) to encourage pupils to live by the conviction that concern for the welfare of others is as important as concern for one's own welfare;
 - v) to give individuals a sense of worth and of being valued by their peers and teachers;
 - vi) to make pupils aware of their responsibilities towards the community at large.
- b) The Form, House and Boarding systems should provide contexts in which the disciplinary aims of the School are fostered as a matter of course through the attitudes and influence of Form Teachers, Housemasters, Housemistresses, Boarding House Staff, and Matrons.
- c) All areas of School life should be involved in the development of mutual trust, self-discipline and moral awareness. Every classroom should be a place for the development of positive individual qualities. Discussion of moral issues should be encouraged where appropriate.
- d) The extra-curricular programme should provide a further context for personal growth and the development of self-discipline, responsibility and teamwork.
- e) Detailed records of both positive and negative behaviour will be kept by the school, and parents will be notified if their child's behaviour either exceeds or falls below our stated expectations. The School rules set out the general expectations and values embodied in the Golden Rules below. Serious concerns are investigated and records will be held by the Head.

The Golden Rules:

These Golden Rules are our agreed code of conduct and were compiled following discussions with the children; they underpin the ethos of the school community. Refer to them in your dealings with the children when praising or correcting them.

GOLDEN RULES

Our Golden Rules form the agreed code by which we live at JKS. We aim to treat other people as we would like them to treat us and we aim to exercise common sense at all times.

Do be kind, gentle, helpful, respectful and polite	Don't harm anyone or hurt people's feelings
Do listen and be obedient	Don't interrupt; don't be disobedient
Do work hard and be on time for lessons and activities	Don't waste your time or other people's time
Do be honest and straightforward	Don't cover up the truth
Do look after and respect property	Don't waste or damage things
Be proud of your appearance, your work and your school	Don't be slovenly, sloppy and untidy
Think before you speak...is it kind?...is it true?...is it necessary?	

Junior King's School Rules (Full version)

These rules are created for the general well-being of the whole school community. We also have a Code of Conduct that underpins the way that we would like people to behave towards each other.

Absence

You should not be absent from school (except for medical reasons) without the permission of the Head. Permission will not normally be given unless a note is received from your parents or guardian, at least three days in advance.

Breaks

You are expected to be outside during break times unless you have permission from a teacher or if it is raining, in which case you should return to your form room. From the second half of the Autumn term to the end of the Lent term, pupils in Years 5 - 8 may stay inside in order to use the library. Year 8 pupils may stay in the Dining Room during both morning and afternoon break times.

Buildings and School Grounds

You must observe the guidelines for each building and in particular the laboratories, sports centre, and other specialist areas. Use of the Orchard is limited to quiet activities (such as chatting with friends or reading) and not games. Ball games should only be played on the fields, in Junior House garden (for Years 3 and 4) or the astro turf and certainly not inside or near to school buildings. Table tennis and basketball may be played in the designated areas.

Courtesy

Good manners are very important at Junior King's, as is using your common sense. Bad language is strictly unacceptable as is speaking rudely to other members of the community. Good manners are rewarded and valued; poor behaviour will be challenged and sanctions will be given.

Damage

School property must be used carefully. Accidental damage to any property should be reported immediately to a form tutor or another member of staff. Deliberate damage to school or individuals' property, and graffiti writing, are serious matters. Damage caused by silly behaviour will be charged to those responsible. Borrowing other people's property without their permission is strictly not allowed.

Discipline

At Junior King's, we have a **reward** system that includes stars (Years 3-4) and epraise points (Years 5-8), commendations and distinctions; we also have **sanctions** such as minuses/demerits, stripes and detentions. Those who do not use common sense and courtesy will be reported to their Form Tutor and their Head of Section. Extreme or consistently poor behaviour will be reported to the Head and parents may be contacted.

Detentions may be given for poor work or behaviour and take place one evening, after school, lasting for a maximum of one hour.

Dress and Appearance

School uniform should be worn properly at all times in school. Clothes must be clean, neat, tidy and in a good condition. All items of clothing should be named. Trainers should be worn when playing outside on the grass or the astro turf. You are not allowed to wear jewellery apart from plain stud, gold or silver earrings. These should be removed before playing games.

Food

Sweets and cakes should not be brought to school without specific permission from a member of staff and must not contain nuts. Boarders' tuck arrangements will be organised by the boarding house staff. Chewing gum is not allowed.

Special guidelines for meal times can be found outside the dining hall. Food and drink should not be removed from the dining hall or consumed around the school.

Hair

Hair styles must be neat, tidy and consistent with the school uniform. Long hair must be tied back with a plain navy, black or brown hairband or clip. Pupils must not dye their hair.

Mobile Phones

Pupils in Years 3 - 7 are forbidden to use or carry mobile phones within School hours for any purpose, including texting, phoning, taking still or moving images, checking the time, using Bluetooth, using as a calculator or surfing the internet. Exceptions to this rule are where a written request has been made and accepted by the Section Head for a child to bring a mobile phone to school. On these rare occasions, the phone must be handed in at registration for safekeeping during school hours. Pupils who come to school on public transport are allowed to have a mobile phone but will need to sign the school's '*Mobile Phone Agreement*' and their phone will remain their responsibility throughout the day. Boarders may use mobile phones within the boarding house at those times permitted by the house staff. They will also sign the '*Boarders' Mobile Phone Agreement*'.

Out of Bounds

The following areas are out of bounds without the Head's or a member of staff's permission:

- any place beyond the limits of the school boundary
- the River Field and river banks (you must not cross the blue line that borders the river)
- the kitchens
- the Barn and grass area in front of it (except if playing tennis) or the grass area behind it
- the Pre-Prep playground (Year 3 and above)
- Junior House garden (Year 5 and above)
- Forest Park area
- the roofs of school buildings, the fire escapes or sheds
- drives and car parks
- staff accommodation
- waste bins area
- swimming pool and surrounds

You may not leave the school grounds without the permission of a member of staff and must be under the supervision of a parent/guardian or member of staff. Pupils should always sign out from the Office when leaving school during the day.

Photography and ICT

You are not allowed to upload any still or moving photographs or images onto internet or social networking sites such as Facebook, Instagram, Snapchat, YouTube or MySpace etc. For further details of the use of ICT and our focus on keeping pupils safe, please see our JKS E-safety Policy.

Property

You must clearly mark all personal property (books, instruments, games equipment, etc.) with your name. Expensive and tempting items of personal property must not be brought to school. The use of iPods, electronic equipment and cameras, including mobile phones, is forbidden outside of the boarding house unless on school trips and with the permission of a member of staff.

Property must not be sold to other pupils (unless with the permission of the Head). You should not borrow or lend money or games kit or go into another child's desk or locker. The school cannot be responsible for the loss of or damage to personal property, although every reasonable effort will be made to ensure that property is found and returned.

Punctuality

You must be punctual (on time) for registration at the beginning of the day and again at the end of the day (or lunch times on Wednesdays and Saturdays) as well as for each lesson or activity.

Safety

All members of the school community should act considerately and sensibly at all times. Looking after yourself and other pupils in all areas of the school, including the playground areas, is a very important rule at Junior King's.

Smoking, alcohol and drugs

Smoking, possessing or drinking alcohol or non-prescribed drugs are strictly prohibited. All medicines, except Salbutamol (asthmatic inhalers), should be handed in to the Medical Centre; the nurses will dispense them at the correct times.

Tidiness

Maintaining a tidy school is essential. Everyone must make an effort to keep classrooms and corridors clear, picking up litter, clothing and items of property when they are out of place. Chairs and tables should be straightened at the end of each lesson and lights should be turned off at the end of the day. Bins can be found all around the school grounds and must be used for litter. Littering our school buildings and playgrounds is strictly forbidden.

Timetable

You will have a timetable that you must follow. Your form tutor will let you have a copy of it at the beginning of the school year and you will be able to put your timetable in your planner for safekeeping. You will also find copies of your timetable displayed in your form room.

You should arrive at school by 8.15am and go to your form room for registration. Playing outside in any of the playground areas before school starts is forbidden. At 4.15pm, Junior House pupils may be collected or prepare themselves for after-school activities. If you are in Years 5 - 8, the school day ends at 4.45pm and activities begin at 5.00pm. At these times you must not go outside and play without the permission and presence of a teacher. If you are not collected by 6.00pm, you should go to the Dining Room and wait quietly to be collected.

Valuables

Large amounts of money must not be brought to school. The school will not be held responsible for money brought to school and not handed in to either the School Office (Day pupils) or Houseparents (Boarders). Pupils may have certain valuables, clearly labelled, in their possession, except when they change for physical activities when valuables should be given to the teacher in charge.

STARS, MINUSES/DEMERITS and STRIPES - key points.

Our 'Rewards and Sanctions' system is designed to promote a happy, ordered and productive community and enhance learning. We seek to identify patterns of behaviour, taking every opportunity to acknowledge effort, achievement and citizenship in every area of school operation, using sanctions appropriately to indicate where a behavioural direction needs to be changed and not just as a punishment for punishment's sake. We offer maximum support, encouragement and guidance to pupils to become the best they can be.

STARS

One star for positive reinforcement, achievement, work, behaviour, etc.
In ordinary situations, the most given is two stars.

Triple Star (three stars) - 'OUTSTANDING'

Criteria: May be awarded for a single piece of work/performance/behaviour which has outstanding features in terms of attainment/effort/character trait compared to the rest of the class/set/team.

Recommendation made to: Head of Year

'Awarded' in section assemblies - names read out, pupils stand up and receive round of applause.
Pupils receive three stars or epraise points as appropriate.

Commendation (five stars) - 'CONSISTENTLY OUTSTANDING'

Criteria: Awarded for consistently outstanding examples of work/performance/behaviour or consistently outstanding features in terms of attainment/effort/character trait compared to the rest of the class/set/team.

Recommendation made to: Deputy Heads or Assistant Head (may be an assessment commendation, a behaviour commendation, a Head of Year commendation, a Form Tutor commendation, a Housemaster's commendation etc.)
e.g. a monitor who has performed duties at a very high level consistently throughout the half term.
Awarded in whole school assembly - pupils receive a pin badge in their house colour and five stars or epraise points.

Head's Distinction (seven stars) - 'EXCEPTIONAL'

Criteria: Truly exceptional work/performance/behaviour - exceptional features in terms of attainment/effort/character trait compared to the rest of the class/set/team.

Recommendation made in writing to Head (via Head's P.A.) with evidence/supporting material. At least two weeks' notice to be given.

Awarded in a Friday assembly so that the whole school is aware. A distinction pin badge plus a distinction certificate.

Note: Music/LAMDA/Sport

- Music/LAMDA Exam results:

Pass - one star, Merit - triple star, Distinction - commendation (e.g. five stars)

(Recommendations to Head for a distinction may be made for truly exceptional performance - e.g. for an examination distinction at grade 8).

- Sport:

Player of match - triple star, Tournament winner - Commendation (five stars).

(Recommendations to Head for a distinction may be made for truly exceptional performance - e.g. for a national title).

Key stages of recognition over an academic year:

77 Stars - Pearl certificate	Presented in Form by Tutors
154 Stars - Sapphire certificate	Presented in Section assembly by Head of Section
231 Stars - Ruby certificate	Presented in House by Housemaster/Housemistress
308 Stars - Emerald certificate	Presented by Deputy Head (Pastoral)
385 Stars - Diamond certificate	Presented by Head in full school assembly
462 stars - Blue Garnet certificate	Presented by the Head in the Final Assembly of the academic year

MINUSES/DEMERITS and STRIPES

Minuses/demerits are given after at least one warning, to be a 'warning shot across the bows'. Teachers are expected to use a range of skills to bring about a pupil's direction change before resorting to minuses. A minus should not be the first resort. Due attention to engaging with pupils, talking with form tutors, etc. is encouraged.

Stages:

Five Minuses equals one Stripe	Form Tutors to investigate and engage with pupil.
2 nd Stripe	Form Tutor to see Section Head with pupil.
3 rd Stripe	Section Head and Detention with Deputy Head Pastoral. Parents are informed.
4 th Stripe	Pupil to see Deputy Head Pastoral. Pupils to receive Second Detention and/or to go on a Report Card. Parents are contacted.
5 th Stripe	Interview with Head

Minuses and Stripes revert to '0' at the end of a term, but the records remain in case of further sanctions in following terms. Parents can be contacted earlier at any stage if appropriate.

Likewise, Report Cards etc. Professional judgment calls are needed and flexibility must be shown when handling individual situations and pupils. No more than one minus should be given at one time.

More serious behaviour problems e.g. violence between pupils, cases of bullying, swearing, etc. should be referred up to the Section Head initially, who can give an instant stripe if appropriate. (Deputy Head Pastoral should be held in reserve, as ultimately will the Head) unless relevant staff are unavailable. Generally, our system for dealing with very serious situations is quite clear and functions well, with pupils being passed on to the appropriate level and an appropriate sanction coming at the end of an investigation.

Lots of Stars should be given but they should be earned.

All staff should be mindful of the following:

- Inflation e.g. leaping in to give Minuses at any opportunity;
- Inflation e.g. devaluing Stars by giving them when they are not really earned;
- Colleagues forgetting to record information
- Bypassing these steps too quickly e.g. sending a pupil to the Deputy Head Pastoral because of a low-level disruption which has caused frustration. This disempowers the system and the member of staff who has not dealt with the situation as set out above.

Form Tutors are vital

Please report pupil concerns to tutors. Tutors should be the first to spot behaviour patterns and may wish to bring them to the attention of Section Heads. Avoid sending pupils to another colleague without some indication of the situation. Time should be spent with the pupils as part of our 'wrap around care'. Make daily contact with any pupil in your form who is causing concern and share the concern. ISAMs should be an important resource in finding information for, say, a meeting with parents. Incidents/instances must be recorded.

RECORDING

For Junior House pupils, please record stars and minuses on the appropriate pages of the Planner, with the pupil present. Initial and date stars; provide a brief explanation when recording a minus, using the classification provided - O for organisation, B for behaviour, C for indicating it happened in the classroom. Any of these can be joined e.g. CB - behaviour issue in class. When Planners are not present - e.g. during Games, outdoor activities, breaks, etc. - please tell the pupil that they have been given a minus and then record it appropriately on ISAMs. Form Tutors will update planners each week and record all stars given. All Stars and Minuses must be recorded on ISAMs. In the case of Middle and Upper School pupils, all epraise points and demerits must be put directly on the online rewards system (please see below). Brief explanations must be provided when demerits are recorded.

E-PRAISE

An online rewards system is used in both Middle and Upper School. The system involves a number of features designed to motivate children such as leaderboards, milestones, certificates and tangible rewards such as a lunch queue pass, Amazon vouchers and special lunches for those who attain a certain number of stars. Children and staff have their own log-in name and password; information is instantly recorded and accessible.

Behaviour and Work Support Cards

A form tutor may wish to place a child on a work or behaviour support card. This should be done in consultation with the Director of Studies or Deputy Head Pastoral respectively. Usually, Heads of Section will monitor the support card system. Support cards are carried from class to class by the child concerned and should be filled in daily by those staff that teach the child. A member of the SMT will monitor the card on a daily basis.

No member of staff may administer any form of corporal punishment.

*(See policy on **Physical Restraint**)*

POLICY on EXCLUSIONS

The Head is ultimately responsible for the care and the discipline of the pupils. If a pupil fails to comply with the School Rules and any regulations made from time to time, he or she may require the pupil to be removed, without a refund of the current term's fees. The Head also reserves the right to ask parents to withdraw any pupil who is, in her opinion, not making sufficient progress to warrant (in the pupil's own interest) his or her retention in the School. The Head will consult with the Chairman of Governors on all exclusions (temporary or permanent).

For a temporary exclusion (suspension) the Head will write a letter to the parents, which might include a formal warning about behaviour in the future. A notice will be published on the Common Room noticeboard about every such suspension. The boarding Housemaster/mistress would have the responsibility of informing the parents before a pupil is suspended, arranging a collection time and ensuring that appropriate work is taken home. The length of suspension will vary according to the circumstances and nature of the offence, but will generally not be longer than a week.

For permanent exclusion a distinction is made between expulsion and requirement to leave. A pupil is liable to expulsion for a grave breach of school discipline and for other serious offences, for example a serious criminal offence or some wilful act calculated to cause damage to the school, its community or any of its members. Formal expulsion means that the pupil's name will be expunged from the roll of the school and reference to the facts and circumstances will be made in response to every request for a reference.

For a breach of school discipline falling short of one for which expulsion is necessary, the pupil may be required to leave permanently. In all such cases reasonable assistance will be given in helping the pupil to make a fresh start at another school. A boarder may also be required to leave the boarding house without necessarily being required to leave the school.

In any circumstances where permanent suspension is being considered, the Head is required to act fairly and in accordance with the principles of natural justice. The Head will ensure that the correct procedure (as laid down in the Procedure for Exclusions policy) is followed. For some serious offences this procedure may require her to involve the police or Social Services. The Head will use every reasonable endeavour to contact parents before any final decision is taken.

All records of suspensions will be kept in the Head's office and must be notified to the Chairman of Governors (or a deputy), who will also be responsible for invoking the Procedure for Appeal (see separate document)

POLICY ON THE PROCEDURE FOR PERMANENT EXCLUSIONS

(Based on the guidance given by Farrer and Co in 'Excluding Pupils - A Practical Guide for Independent Schools' 2005)

When a potential exclusion presents itself:

Initially

Determine the exact nature of the allegation.

The pupil must be informed of the case against him/her.

Consider the evidence which is available to support the allegation.

Consider what other evidence is required and how best to obtain it.

Do the police or social services need to be informed?

Investigation

The investigation will be carried out by a member of the SMT.

Signed statements should be taken from all pupils and staff who were involved in or who witnessed the incident.

Another adult (probably another member of the SMT) should be present when pupils are being interviewed.

The pupil should be told not to discuss the matter with other pupils.

Parents should normally be informed after the initial investigations have been made. If the police or Social Services are involved then parents should be informed immediately.

In particularly serious cases it may be appropriate for the pupil to be suspended before the hearing is held.

The Hearing

This will normally be heard by the Head but in her absence by a member of the Senior Management Team not involved in the investigation.

The pupil, parents, the member of staff who carried out the investigation, a note taker and possibly the form tutor will attend the meeting. Parents may be accompanied by a friend as an observer but he/she will not be allowed to speak. As this is an internal school investigation, it would be inappropriate for a parent to ask for legal representation.

The School presents its case.

Pupil or parents are allowed to ask questions.

The pupil/parents present their case.

The Head asks questions of them.

The Decision

This will be made by the School and the pupil and parents told what it is verbally.

This will be followed by confirmation in writing.

Parents will be given the right to appeal to the Governors.

The appeal will normally be heard by at least two governors and one person who is independent of the running of the School. The appeal decision is final.