



**LORETO PREPARATORY SCHOOL**  
Dunham Road, Altrincham, Cheshire WA14 4GZ  
Telephone: 0161 928 8310  
Registered Charity No. 250607

## **PUPIL BEHAVIOUR AND DISCIPLINE POLICY**

### **Mission Statement**

At Loreto Preparatory School

We are eager and inspired to do our best,  
Meeting the challenges and opportunities of a changing world  
With love in our hearts.

We are called to be joyful and prayerful,  
Living the Gospel and the Catholic faith  
And celebrating the values of Mary Ward  
With our parents and the whole Loreto family.

*Women in time to come will do much.*

*Mary Ward*

*This policy has been written with regard to and in the spirit of our school aims, in particular for our pupils:*

*'to reach their full potential in all aspects of the curriculum.'*

*'to feel secure and valued within a safe and well-maintained environment.'*

*'to be happy, confident and have a good sense of humour.'*

*'to be honest citizens and make useful contributions to society.'*

*'to be caring, appreciative and sensitive to differences in others.'*

This policy applies to the whole school, including the Early Years Foundation Stage, before and after school provision and activities. It has been developed using the non-statutory advice 'Behaviour and Discipline in Schools' 'Every Child Matters', current Keeping Children Safe in Education and current Independent School Standards Regulations. It is available to parents and prospective parents on the School's website and from the Office on request.

The School acknowledges its duties under the Equality Act (2010) in respect of issues relating to pupils with special educational needs/disabilities and how reasonable adjustments can be made for these pupils.

#### **The school aims :**

- to create a happy, secure, positive and stimulating environment for our community, where everyone will be inspired and able to do their best.

- to promote and develop self discipline, social awareness and appropriate standards of behaviour amongst all our pupils.
- to prevent bullying and encourage the good conduct of our pupils.

**In fulfilling our aims we:**

- believe that high quality, child-centred teaching promotes effective learning and good behaviour.
- will emphasise the importance of recognising and celebrating effort and success, so that pupils feel valued.
- will teach pupils to take responsibility for their own actions and to accept the consequences of their choices.
- believe that all rules can be summed up in one simple rule and that is – ‘pupils are expected to behave in a responsible, considerate and sensible manner at all times.’
- we have a robust anti-bullying policy, which is invoked at the first suspicion that bullying may be taking place.

**Loreto Preparatory School is a place where bullying will not be tolerated**

**Duties and responsibilities of all Staff:**

- a) All staff have a responsibility to provide good, sensitive pastoral care, taking into account pupils with special need and vulnerabilities; maintain good discipline in the school and in their own class in conjunction with Head Teacher.
- b) All staff must show a consistent and positive approach to behaviour management whether in the School or out on visits.
- c) All staff will work closely with the parents / guardians/carers of pupils and with other agencies as appropriate in maintaining good behaviour and discipline within the school.
- d) Form Teachers involve their class at the start of each new school year to interpret the School’s Mission Statement and create their own statement that reflects their level of maturity and understanding. They then create the Rules, Rewards and Sanctions for their own class for the academic year based on the school’s ethos and values. A copy of these measures will be displayed in the classroom and given to the Head Teacher.
- e) Staff will state clearly the details of behaviour that will merit a reward and what the reward is. They will be equally clear on what behaviour is unacceptable and the hierarchy of sanctions that will be applied.

**Loreto Preparatory School forbids the use of corporal punishment or the threat of corporal punishment at all times.**

**Staff will be given guidance on the circumstances in which restraint is needed.**

**Role and Responsibility of the Head Teacher**

The School has rules, which are conveyed to all pupils by their Form Teachers. Where there has been a serious breach of the school rules, the incident must be reported to the Head Teacher or Deputy Head Teacher immediately or as soon as possible afterwards. (An example of a serious breach would be where malicious accusations have been made by a pupil against school staff; where there has been serious misuse of technology; where unacceptable bullying has taken place following discussion and sanctions.)

The Head Teacher is responsible for ensuring that this policy is implemented efficiently and for reporting to the Governing Body, maintaining and analysing written records. She will:

- regularly remind pupils of the need for kind and considerate behaviour towards each other and of the reasons and benefits of this approach.
- carry out a full investigation of any alleged incident and inform the pupil's parent/carer of any serious indiscipline, the sanctions and, if necessary, the period of any exclusion.
- notify the Chair of Governors of the details relating to any exclusion and the reasons for this serious sanction.
- advise the parent/carer that they make representations about the exclusion to the Chair of Governors.
- advise the parent/carer of the formal stage of the Complaints Policy and the timescales therein.
- Maintain a record of incidents of poor behaviour and of bullying together with any actions taken. This record is analysed termly to spot any trends.

### **Role and Responsibilities of the Governing Body**

The Governing Body is responsible for the Monitoring and Evaluation of this policy together with the Head Teacher.

The Governing Body will evaluate the impact of this policy by receiving reports from the Head Teacher termly. Prior to any review of the policy, feedback will be sought from the staff.

### **Reporting and Recording Procedures**

If and when parents/ carers ask to see the class teacher to discuss or share a concern, this must be recorded in the 'Blue Book'. This book moves with the class as a record of occasional parental concerns. Incidents of unacceptable behaviour must also be recorded in the 'Blue Book'. More serious incidents must be reported to the Head Teacher. Incidents of bullying must be reported to the Head Teacher, in line with the School's anti-bullying policy.

### **Behaviour outside School**

Pupil behaviour outside school on school 'business', such as educational visits, sports events and fixtures, is subject to this policy. Inappropriate behaviour in these circumstances will be dealt with as if it had taken place within the school. Pupils in school uniform must remember that they are representing their school in the eyes of the public. If a pupil's behaviour in the immediate vicinity of the school or on a journey to and from school is poor, then the Head Teacher will investigate and may decide to apply a serious sanction appropriate to the standard of behaviour and its effect on others and the school's reputation.

For poor behaviour outside the school but not on school 'business' this policy will still apply.

**Whilst the School aims to have and use effective strategies to promote and manage the behaviour and discipline of its pupils through good leadership, high quality child-centred teaching, consistent approaches by staff and an appropriate range of sanctions known to the children, it will encourage, value and celebrate good behaviour with praise and suitable rewards.**

**This policy will be reviewed by Governors annually**

*Latest Update: September 2016*

*Reviewed and ratified by Governors February 2017*

*Next review – February 2018*

## Appendix 1

**The School will take every opportunity to encourage, value and celebrate good behaviour with praise and suitable rewards.**

**Rewards may include:**

- Special privileges
- Badges and certificates
- Celebration in Assembly
- Top Table lunch
- Special congratulation from the Head Teacher, recorded in the Happy book

**The School applies sanctions sensitively with particular regard to those pupils with special needs and vulnerabilities. It also gives support and guidance to those who have misbehaved. Parents will be involved as appropriate. Serious misbehaviour will be dealt with firmly.**

**Sanctions may include:**

- A verbal reprimand by a)the teacher b), the Deputy Head and c)the Head Teacher.
- Missing break time
- Entry in the 'sad' book
- Detention during lunchtime
- Regular reporting to the Deputy Head Teacher and then the Head Teacher

**Serious Sanctions**

- Being sent to the Head Teacher and parents being informed
- Suspension or permanent exclusion if behaviour causes significant, malicious harm to others or serious damage to the school or to its reputation.