



Behaviour and Discipline Policy

Including EYFS

Beechwood School

1. Introduction

Our policy reflects the DfE guidance, in particular 'Preventing and Tackling Bullying' (DfE, 2017), 'Use of Reasonable Force' (DfE, 2013) and 'Keeping Children Safe in Education' (DfE, 2024).

This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Complaints
- Admissions and Exclusions

2. Aims and Expectations

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust, respect for all while promoting a culture of vigilance where no small thing is ignored. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The school expects every member of the school community to behave in a considerate way towards others.

We treat all students fairly and apply this behaviour policy in a consistent way.

This policy aims to help students grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community. We encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the schools is situated and to society more widely.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

3. Rewards and Sanctions

We praise and reward students for good behaviour in a variety of ways:

REWARD 5	Subject Half and Full colours Awarded by class teachers at the end of Term 2, 4 & 6. Pupils must be awarded half colours before full colours. Beechwood Day prizes Awarded by Heads of Department and Heads of Year in conjunction with their teams. End of Year reward trips Pupils who have an outstanding behaviour record will be invited to attend End of Year reward trips
REWARD 4	Outstanding effort award Awarded by class teachers at the end of Term 2, 4 & 6. These must be awarded before pupils receive half colours. Headteacher award Given for achievement, progress and effort in academia and also to children who most noticeably demonstrate our values on a consistent basis.
REWARD 3	Endeavour & Achievement awards Awarded by Heads of Year once a fortnight All staff can nominate a pupil for one of these awards with the pupils Head of Year.
REWARD 2	Reward shop prize Pupils can exchange their house points for rewards. 5 house points gains a small reward. 25 points gains a large award. Pupils can retain their points for an even bigger reward if they would like to.
REWARD 1	House points Awarded to pupils for excellence in class, excellence in the community, for going above and beyond. Points are recorded on pupil reward cards. Completing classwork/homework to deadline. Helping a member of the community. Fulfilling a responsibility.

The school acknowledges all the efforts and achievements of students, both in and out of school.

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. The school rejects the use of corporal punishment.

- We expect students to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect students to try their best in all activities. If they do not do so, we may ask them to redo a task.
- The safety of the students is paramount in all situations. If a student's behaviour endangers the safety of others, the class teacher stops the activity and prevents the student from taking part for the rest of that session.

- If a student threatens, hurts or bullies another student, the class teacher records the incident and the student is sanctioned.
- If a student repeatedly acts in a way that disrupts or upsets others, the school contacts the student's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the student.

SANCTION 5 Fixed Term or Permanent.	EXCLUSION Decision made by Head of School Extreme violence Incidents of a sexual nature Use of or possession of a controlled substance Repeat offenses at Sanction 3 or 4 level
SANCTION 4 Length of time dependant on misdemeanour.	ISOLATION Decision made by SLT Racist bullying of students or staff Deliberate vandalism Persistent poor behaviour Inappropriate use of Social media Bringing the school in to disrepute Repeat offenses at Sanction 1 or 2 level
SANCTION 3 Litter picking. Tidying the dining hall. Going on duty with staff.	COMMUNITY SERVICE Decision made by Head of Year Sexually inappropriate behaviour/comments/drawings (HoY) Rudeness/Harassment of member of staff (HoD/HoY) Persistent truanting (HoD/HoY) Damage to school property (HoD/HoY)
SANCTION 2 Report card. Last to lunch. No play allowed. Non attendance on trips. Pupil placed on behaviour report.	LOSS OF PRIVILEGES Decision made by Head of Department or Head of Year Truanting lessons Behaviour in class is a Health & Safety concern (HoD) Persistent disruption of class (HoD) Rudeness/Harassment/Bullying of another student including persistent bullying (HoY) Leaving school without permission (HoY) Threatening other students including virtual (HoY)
SANCTION 1 15 or 30 minute detention. SLT & Headteacher detentions will be 1 hour in length.	DETENTION Decision made by class teacher or duty staff Failing to complete classwork/homework (repeat offence also) Failing to comply with uniform regulations Poor behaviour during lesson Chewing/Eating/Drinking in a lesson Littering Swearing Lateness to lesson Leaving lesson without permission Lack of equipment Using mobile phone in class/during free time

Contact must be made home at each level of Sanction.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all students attend school free from fear. Our anti-bullying policy has more details regarding this.

All members of staff are aware of the regulations regarding the use of force by teachers ('Use of Reasonable Force' (DfE, 2013). Teachers in our school do not threaten, hit, push or slap students (not use or threaten corporal punishment). Staff only intervene physically to restrain students or to prevent injury to a student, or if a student is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of students.

4. The Role of the Class/Form Teacher

It is the responsibility of teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The teachers in our school have high expectations of the students with regard to behaviour, and they strive to ensure that all students work to the best of their ability.

The teacher treats each student fairly and enforces the classroom code consistently. The teachers treat all students in their classes with respect and understanding.

If a student misbehaves repeatedly in class, the teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Headteacher.

The teacher liaises with external agencies, as necessary, to support and guide the progress of each student.

The teacher reports to parents about the progress of each student in their class, in line with the whole-school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of a student.

5. The Role of the Headteacher

It is the responsibility of the Headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all students in the school.

The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Headteacher keeps records of all reported serious incidents of misbehaviour and sanctions via CPOMS. This includes the nature and date of the offence and the sanction imposed. The Headteacher uses the register to identify patterns of behaviour and address these.

The Headteacher has the responsibility for issuing fixed-term suspensions to individual students for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a student. **However, any decision to issue a fixed-term suspension or permanently exclude a student must be discussed with a Governor before the decision is made.** All such decisions are recorded in detail.

6. The Role of Parents

The school collaborates actively with parents, so that students receive consistent messages about how to behave at home and at school.

We expect parents to support their student's learning, and to cooperate with the school. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their student's welfare or behaviour.

If the School has to use reasonable sanctions to punish a student, we expect parents to support the actions of the school. If parents have any concerns about the way that their student has been treated, they should initially contact the class teacher. If the concern remains, they should contact the

Headteacher. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented in accordance with the Complaints Procedure.

7. The Role of the Proprietor

The Headteacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but the owner may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

8. Drug and Alcohol-Related Incidents

It is the policy of this school that no student should bring any drug, legal or illegal, to school. If a student will need medication during the school day the parent or guardian should notify the school and ask permission for the medication to be brought. This should be taken directly to the school secretary who will ensure a consent form is completed by the parent or guardian. Any medication needed by a student while in school must be taken under the supervision of the authorised member of staff.

The school will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any student involved will always be notified. Any student who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the student will normally be permanently excluded, and the police and social services will be informed.

If any student is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that student to be taken home.

In cases where students are suspected of being under the influence of illegal substances, the school reserves the right to conduct drug testing to ensure the safety and well-being of all students. The decision to test will be based on observable behaviours or signs of impairment, and students will be treated with fairness and respect throughout the process. If a student tests positive, appropriate disciplinary actions will be taken in accordance with the school's policies, and support resources will be offered to help the student address any underlying issues.

It is forbidden for anyone, adult or student, to bring onto the school premises illegal drugs. Any student who is found to have brought to school any type of illegal substance will normally be punished by a temporary exclusion. The student will not be readmitted to the school until a parent or guardian of the student has visited the school and discussed the seriousness of the incident with the Headteacher.

If the offence is repeated the student will be permanently excluded.

If a student is found to have deliberately brought illegal substances into school and is found to be distributing these to other students for money, the student will be permanently excluded from the school. The police and social services will also be informed.

Should the Headteacher judge that it is appropriate for the student to be required to leave, they will present the case to the owner or a governor and request approval for this action to be taken.

9. Monitoring and Review

The Headteacher monitors the effectiveness of this policy on a regular basis. The school has a register of sanctions, and the Headteacher keeps a record of any student who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the Headteacher to ensure that the school policy is administered fairly and consistently. Particular attention is paid to matters of racial equality. No student is treated unfairly because of race or ethnic background.

Date	Position	Name of Reviewer	Date of Next Review
March 2025	Headteacher	Ms. D. Saffer	August 2025
March 2025	Proprietor	Mr A. Khan	August 2025