



Behaviour, Rewards and Sanctions

Beechwood School

1. Background

Beechwood Sacred Heart School aims to maintain high standards in all areas of school life, as outlined in the Beechwood Code. Wherever possible, we seek to achieve this through expectation, rather than through the application of prescriptive rules or punitive approaches. The school does not and could not ever countenance the use of force (corporal punishment) regardless of the situation. Nevertheless, we do recognise that both pupils and staff require some guidelines and that parents should be aware of procedures as they are applied by the school. This policy takes guidance from Behaviour and Discipline in Schools 2014 and the Equality Act 2010 which includes issues relating to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils.

2. Rewards

Wherever possible, the School seeks to promote positive behaviour and high levels of achievement through appropriate praise, celebration, and reward. Rewards can take many forms and may include:

- Verbal praise
- Written praise
- Stickers
- House plus points
- Commendations, including letter to parents
- Certificates
- Mentions in assemblies
- Mentions in newsletters
- Mentions at Speech Days
- Prizes at Beechwood Day

Although the House Points System should be used to reward academic achievement and other significant contributions to the School, a teacher may occasionally feel that a particular piece of work is sufficiently outstanding to merit separate recognition. In these cases, the teacher will recommend to the Head of Division, or Head of Prep, that a Commendation be awarded. If this is approved, a certificate is awarded to the pupil and a letter is then sent to parents making them aware of their child's achievement.

3. Sanctions

On occasion it may be necessary to apply a formal sanction to make clear to pupils that certain types of behaviour are not acceptable here at Beechwood. Sanctions that may be used include:

- Verbal warnings and reminders (low level disruption in class)
- Entries on 3SYS (eating in the IT rooms, breaking equipment)
- Departmental detention (late homework)

- Deputy Head's detention (Friday & Saturday for missing detentions, chewing gum, serious 'one off' incidents)
- Head's detention (as agreed following DHM detention)
- Report cards (forgetting to do homework, untidy uniform)
- Community Card (Junior Division)
- Letters or telephone calls to parents (incidents of bullying, inappropriate use of the internet, smoking)
- Community service (chewing gum, leaving a mess in the Bag Room)
- Gating (boarders only, not returning to school on time after visiting town)
- Written warning placed on pupil's file (bullying, racist or homophobic comments)
- Temporary or permanent exclusion (assault, theft, possession and or supply of drugs, violence towards a pupil or member of staff, behaviour that brings the school in to disrepute)

It is expected that most examples of unacceptable behaviour or poor work will be minor and easily addressed by a verbal rebuke or warning. More serious misdemeanours, or repeated failure to respond to verbal warnings, may result the negative behaviour being recorded on 3SYS by the teacher and followed up by the Tutor, Heads/Assistant Heads of Division, the Head of Boarding or senior staff. Repeated examples of poor work, e.g., failure to hand in homework of an acceptable standard on time, may lead to a departmental detention, normally taking place at lunchtime, allowing the work to be completed satisfactorily. At the discretion of a Head of Division, senior staff, or Head of Prep, departmental detentions may lead to a school detention (or Head's Detention) taking place after school, usually on a Friday but serious or repeated breaches of the rules will result in Saturday detentions, e.g., two Friday Detentions in a half term. Further repetitions may lead to a pupil being put on report, requiring all teachers to monitor and comment on the pupil's work for a defined length of time. This measure can also be used to assist pupils who find it difficult to organise themselves without assistance.

At any of these stages, parents may be informed of the problem by letter, email, or a telephone call, from the Form Tutor, Head of Division, Head of Prep or Deputy Head. The school always seeks to inform parents of all major issues relating to their children, but it reserves the right to use professional judgement over which misdemeanours should be reported. Repeated instances of the same poor behaviour and more serious breaches of the Beechwood Code will lead to the pupil being seen directly by the Head of Prep, or the Head with the pupil providing a formal written account of the incident. At their discretion, more severe punishments may be applied such as Saturday Detention or a period of Community Service which requires the pupil to fulfil useful tasks around the school for a fixed period to be set by the Head or Head of Prep. If such measures fail to produce adequate improvement, a formal written warning may be issued and placed on the pupil's file. Parents would always be informed in any of these circumstances.

4. Recording

The School has a register for sanctions. This register is electronic and is available on 3SYS. This is a centralised record and can be used to identify patterns of behaviour. Cases of a serious nature will require detailed investigation that will require pupils to provide a written account of the incident and be subject to an interview by senior members of staff. Cases of a very serious nature, which may lead to temporary or permanent exclusion, are dealt with by the Head. In rare cases where Police involvement becomes necessary then the School will follow Kent Police Procedure. The procedure for exclusions is detailed in an accompanying document. Reasonable adjustments for pupils with special educational needs/disabilities will be considered when deciding on the course of action to be taken.

5. COVID-19 Behaviour Policy Addendum

Considering the need for pupils to behave differently when they return to school, and for the new systems we have put in place to support this, we need to make some additions to our behaviour policy. These behaviour principles will be discussed with the pupils on the 3rd September 2020, so they fully understand what is expected.

5.1 Covid-19 behaviour principles

- Pupils will arrive through their designated gate at their allotted time.
- Pupils will use the markings on the paths to help them to keep a social distance.
- Pupils will be asked to wash their hands with soap and water at regular intervals throughout the day.
- Pupils will always remain in their own bubbles during the school day.
- Pupils will follow the 'catch it, bin it, kill it' rule when sneezing and coughing.
- Pupils will avoid touching their mouth, nose, and eyes with their hands.
- Pupils must tell an adult if they are experiencing symptoms of coronavirus.
- Pupils will have their own space in the classroom and will be reminded to keep their own writing materials/pencil case etc for themselves.
- Pupils will use the toilets closest to the classroom at the time.
- Pupils will not cough or spit at or towards any other person.
- Pupils will not deliberately touch another person.
- Pupils will not make inappropriate comments or statements related to COVID or any illness

If these behaviour principles are not followed, parents will be contacted, and this will result in an internal sanction in the first instance. If the pupil continues to not follow the behaviour principles, a further discussion will be held with parents. A decision will be made as to whether the pupil can continue to be in school or whether it is safer for the pupil and the school community for the pupil to complete learning at home.

Date	Position	Name of Reviewer	Date of Next Review
January 2021	Deputy Head	Mr P Kershaw	January 2022
January 2021	Proprietor	Mr A Khan	January 2022