

BEHAVIOUR MANAGEMENT POLICY

Including discipline and exclusions

Owner: DSL

This is a whole School policy and applies to all members of Cophorne Preparatory School including EYFS and is written in accordance with Dfe guidance ‘Behaviour and Discipline in schools 2016’. Behaviour and Sanctions is an ISI Reporting Standard (ISSR 9).

1 Introduction

Each member of staff is expected to encourage and promote good behaviour in pupils, respect for others and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline. Cophorne Prep School aims to encourage the pupils to adopt the highest standards of morals, principles and behaviour in line with our core values.

As a school we aim to:

- Provide an excellent all-round education both academically, in the field of Arts, in sport and through a wide range of extra-curricular activities. There are opportunities for all and those who are especially talented can reach the highest level of attainment.
- Develop in each child independence, commitment and enthusiasm.
- Foster a spirit of mutual respect and kindness and encourage everyone to do their best for the community.
- Encourage every child to participate fully in life and learn about themselves and their place in the world.

2 Standards of behaviour

The school expects a high standard of behaviour. Pupils are encouraged to maintain a good work ethic and good levels of behaviour from the moment they enter the school. Each member of staff is expected to promote self-discipline amongst pupils and to deal appropriately with unacceptable behaviour.

It is understood that there will be variations in staff acceptance and tolerance of pupils’ behaviour in class depending on the nature of the class and content of the lesson, but behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated and appropriate sanctions are taken.

Due regard is taken of the equality ACT 2010 and reasonable adjustments are made for pupils with SEND.

Teachers are expected to be familiar with general teaching strategies that are appropriate for pupils with SEND or EAL in order to engage them in the classroom and minimise poor behaviour. In addition, teachers should always refer to the IEP,

IBP or PLP of such pupils in order to apply specific strategies pertinent to their needs. With this in mind, teachers should then use the rewards and sanctions system. Guidance can also be sought from the SENCO too.

Through regular discussions at staff meetings and INSETs the school endeavours to ensure that staff apply standards consistently and fairly.

3 Code of Conduct

To be read in conjunction with ‘Staff Code of Conduct’ policy.

At Copthorne Prep School we see education as a partnership where governors, staff, parents and pupils work constructively together to promote the values of the school as enshrined in our aims and ethos. Our members of staff are committed to excellence, aiming to achieve a spirit of trust, respect and co-operation. We expect the highest standards of behaviour inside and outside the classroom, as well as outside the school in any written or electronic communication concerning the school.

We aim to promote and reward good behaviour through praise and encouragement and fostering a spirit of mutual respect. This is promoted through the House system, which is a powerful motivator for encouraging and promoting good work and behaviour. The role of staff as positive role models for the pupils helps to reinforce the values of the school and cannot be over-stated.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School’s rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone at Copthorne Prep School has the right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated and the school’s Anti – Bullying Policy is available to parents on the website or on request from the school office. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, or physical disability or learning difficulty.

We expect pupils to be ready to learn and to participate in the wide variety of activities and opportunities available at Copthorne Prep School. They should attend lessons punctually and with the correct equipment and be ready to learn and abiding by the classroom rules. We expect all pupils to show respect for the school building, grounds, equipment and furniture. We expect the pupils to respect the general environment and, above all, other members of the school community whether another pupil or adult.

We expect pupils to be safety-conscious whether in or out of the building. This will involve observing any safety practices (for example in the Science laboratories), moving around the school calmly and with an awareness of others and using any equipment carefully and sensibly. This will also apply on any school trips or outings where pupils will be expected to listen to any instructions given by staff whether Copthorne Prep School staff or staff on site (for example on a residential trip or school outing.)

4 School rules and expectations

The school rules will be highlighted with the pupils at the beginning of each year by their form tutor. They are designed to encourage positive behaviour and self-discipline.

Our aim is to reward and encourage good behaviour, while sanctions help us to set boundaries and to manage challenging behaviour. In this way, our intention is to help pupils understand what is expected of them and why sanctions may be imposed for inconsiderate and unacceptable behaviour. It is not possible to set out every rule which must be obeyed and they are subject to change from time to time. Consequently, pupils at Cophorne Prep School are encouraged to use common sense at all times and to behave in a way which reflects the best interests of the whole community.

Parents and Guardians undertake, when signing the Parent Contract, to suppose the authority of the Head in enforcing our rules in a fair manner that is designed to safeguard the welfare of the community as a whole. The Head, for his part, undertakes to ensure that sanctions are applied fairly throughout the school, and, where appropriate, after due investigation has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity and at no time and for no reason will a member of staff threaten or administer any form of corporal punishment that could adversely affect a child's well-being. These will be displayed in the classroom as well as their prep-diaries.

The Director of Wellbeing oversees the discipline policy at Cophorne Prep School in consultation with the Head, other members of SLT, Year 3 & 4 Coordinator & Year 5 & 6 Coordinator, Tutors and other members of staff. The sanctions available for breaches of school discipline will vary according to the severity of the incident.

5 Rewards and Sanctions

All rewards and sanctions must be applied fairly and consistently. None of the school's punishments will be degrading or humiliating.

All punishments are recorded on the school server which provides a valuable record of ongoing misdemeanours, helps to establish trends or patterns in a child's behaviour and gives crucial background information when dealing with parents. It is recognised and understood at Cophorne Prep School that if a child is repeatedly in trouble there may well be reasons behind their disturbed behaviour. Wide consultation is important, and counselling is available for the children when it is felt to be appropriate, such measures would be speaking with the school counsellor.

Punishments for children with SEND are discussed and reviewed carefully by staff and may be modified if appropriate.

Pupils are frequently discussed at staff meetings and via email as and when required.

Details of all disciplinary entries will be notified to all staff.

6. Suspensions and Exclusions

If all reasonable attempts to resolve poor behaviour or repeated breaches of the school rules have proved unsuccessful, it is possible that the Headmaster will suspend or exclude a pupil or pupils, particularly when they have they have continued to receive more than 20 minutes off each week, or received three or more detentions in any one term.

If and when this happens, the procedure is as follows:

Suspension

A letter from the Headmaster setting out the duration of the suspension period and the reason for this action will follow a telephone call from the Headmaster to the parent.

The pupil will not normally attend school/school outings/school matches during the period of suspension. If appropriate, work will be set for the suspension period so that the pupil's progress will not be compromised. Upon return, the pupil will be reassured and staff will aim to ensure that reintegration is smooth and untroubled.

Exclusion

The decision to exclude a pupil will be taken in the following circumstances:

- In response to a serious breach of the school's Behaviour Policy.
- If allowing the student to remain in School would harm the education or welfare of the pupil or others in the school.
- The Chairman of Governors will be informed.

Appeal

Parents have the right of appeal against notification of exclusion. Details regarding the schools Appeal Process can be found in our 'Complaints Policy' under the section 'What if I am not satisfied with the outcome?'.

Records

Records of all suspensions and exclusions are recorded on myconcern as well as in the Headmasters study. Incidents of poor behaviour/ classroom disruption and any communication with parents regarding poor behaviour are logged on 'myconcern' and are monitored by Director of Wellbeing and discussed in weekly meetings between the Director Of Wellbeing, SENCO, Year 3 & 4 and 5 & 5 coordinator and Matron. Patterns are looked for and carefully monitored, details are passed to governors during Education Committee meetings and when necessary advice and support is sought from Dr Haworth – governor with responsibility for Child Protection and Welfare.

7. Corporal Punishment and Restraint

In accordance with the law there is no corporal punishment threatened or allowed by the school. However, if authorised by the Head, a teacher, or other member of staff, may use 'reasonable force' to prevent a pupil from:

- Committing an offence
- Causing personal injury or damage (including to themselves)
- Engaging in any activity prejudicial to the maintenance of the good order, whether during a lesson or at any other time.

The Head has authorised all teaching staff to use reasonable force in the above circumstances. For any pupils with known behaviour problems the school will carry out a risk assessment and organise an IBP, after consultation with parents.

Records of any evidence of physical restraint used are kept in the Headmaster's Study and are signed by the Headmaster.

8. Search and Confiscation

Cophthorne Prep School reserves the right, in accordance with DfE guidance to:

- Search a pupil for any banned item where the pupil agrees.
- If consent is not given, the School can refuse the right of admission to that pupil or pupils.
- The Head and Staff authorised by the Head may search a pupil and their possessions without consent, where they suspect the pupil(s) has certain prohibited items. Prohibited items include knives or weapons, alcohol, illegal drugs and stolen items.
- Authorised searches will be conducted by 'same gender staff' and witnessed by staff.
- Authorised searches can be conducted where the School has reasonable grounds for suspecting that a pupil is in possession of a prohibited item
- The right to search extends to the pupil's possessions, lockers, desk and clothing, except clothing directly in contact with the pupil's skin.
- The above conditions are extended to pupils who are away from the school when on an organised School trip, either day or residential.
- Staff will act in accordance with the Staff handbook when conducting searches and confiscating items.

9. House System

Each child is allocated to one of the four houses when starting at Cophthorne Prep School. This is a vertical grouping system and we aim to keep a balance of gender in each year group in each house. In the Prep School there are regular house meetings with teachers who represent the house, at which house totals and progress are discussed. The house system aims to encourage healthy and positive competition, co-operation, teamwork and loyalty.

Houses and House Colours

Prep	Pre-Prep
Newton	Blue
Workman	Green
Rendall	Red
Sale	Yellow

The pupils' efforts in the classroom are recognised through effort stars in both the pre-prep and prep.

10. Behaviour Support Systems

The school has a number of techniques for supporting behaviour management.

In the Prep School they are:

- Support from Form tutors, subject teachers
- School counsellor who is available on a Monday. This is coordinated by the Director of Wellbeing.
- A report card to help pupils regain focus in a particular area
- Citizenship stars are given out to those acting in a kind way
- Golden time incentives in all years – see rewards for further details.

In the Pre-Prep department :

- Support by the class teacher
- School counsellor (as in Prep School above)
- Courtesy cards
- Golden time

11. Rewards and Sanctions in the Nursery

There are no formal Rewards or Sanctions for the Coach House Nursery. We adopt an informal approach to rewards with the use of generic stickers that are given to children who have shown exceptional behaviour or produced a good piece of work. We also use 'Time Out' for short periods to give children time to calm down or reflect.

We use the Sun, Cloud and Raindrops system as in the Pre-Prep children start each day on the sunshine, if they behave badly they move onto the cloud and the parents are informed; if there is a continuation of bad behaviour their name appears on the raindrops and the Head of the Pre-Prep will be advised.

12. Rewards and Sanctions in the Pre-Prep

Rewards

Children can collect ‘Stars’ for their House in a number of ways. ‘Stars’ are awarded for any good piece of work, good behaviour, thoughtfulness, consideration and particular effort. Children can also collect courtesy cards for kindness and thoughtfulness.

Pre-Prep Golden Rules

Be Gentle	Do not push or shove
Be kind and a good friend	Ask others to join in your games
Listen to each other	Do not all talk at once or interrupt
Be honest	Do not cover up the truth
Look after property	Do not waste or damage things
Work hard	Always do your best

Friday Assemblies

Friday assemblies are used as a forum for rewarding children. There are four main reward systems:

- Each week a child from each class is nominated ‘Star of The Week’ and given a ‘Star of The Week’ sticker and certificate to take home. The child may receive this award as a sign of particular academic effort or achievement or to mark good or kind behaviour.
- Every two weeks, the House which has accumulated the most stars is revealed and suitably congratulated.
- On alternate fortnights, the class which has accumulated the most courtesy cards is revealed and suitably congratulated.
- Good manners table: every Friday one child from each class is nominated to sit at a special Good Manners Table as they will have displayed good table manners during the previous week.

Sanctions & Golden Time

In each class the children begin the week with their names on a picture of the sun. Should any children misbehave, their names will be moved to the rain clouds. Further transgression will result in their names moving to the raindrops and they will then miss 2 minutes of Golden Time. Children start each day on the sunshine.

Persistent bad behaviour results in the child being brought to the Head of Pre-Prep. If the bad behaviour continues the parents will be called in to discuss how we can work together to improve the situation.

13. Rewards and Sanctions in the Prep School

Rewards

‘Effort Stars’ count as 1 House Point and can be awarded for any good piece of work, academic or non-academic, citizenship or anything that demonstrates Cophorne’s core values.

‘Double Effort Stars’ count as 4 House Points and are awarded for a particularly outstanding piece of work or attainment for that child. ‘Double Effort Stars’ are signed up on the House Boards as a mark of commendation.

‘Headmaster’s Commendation’ count as 8 House Points and are awarded by the Headmaster for an outstanding piece of work. Pupils are also awarded certificates for their commendation.

Bronze, Silver, Gold and Diamond certificate are awarded in assemblies when pupils achieve a certain milestone; 50/100/150/200 stars. These are termly goals. Also the pupil with the most effort stars each term is awarded the ‘Star’ cup, which is presented in the end of term assembly.

Good manners table: every Friday one child from each class, in year 3 & 4 is nominated to sit at a special Good Manners Table with the Headmaster, as they will have displayed good table manners during the previous week.

Sanctions

The school operates a ‘minutes off’ system. For minor offences the member of staff will give you a WARNING (e.g. “Stop talking and get on with your work – if you don’t I will take some minutes off”). Children then have a choice to modify (change for the better) their behaviour. If the pupil chooses not to modify their behaviour they can be awarded minutes off (up to a maximum of 10) for a single offence, these are recorded in their prep diaries. A list of possible offences and the corresponding minutes off is displayed in each classroom as well as in the pupils prep diaries.

If a pupil gains 20 minutes off a term they will have a meeting with the Director of Wellbeing to discuss what they have done to receive this amount of minutes off, a decision will be made as to whether or not a detention will be issued. If necessary parents will be invited to attend.

30 minutes off – years 5-8 will not attend the Golden Time activity.

If a pupil continues to gain minutes off and they reach a total of 35 minutes, they will have a meeting with the Deputy Head and Mrs Lee – discussion as above and a detention may or may not be issued.

If a pupils continues not to modify their behaviour and gains 50 minutes off they will have a meeting with the Head and their parents to discuss the way forward.

For persistent offenders the following may occur:

Detentions

For more severe infringements and misdemeanours a detention may be given.

The detention is noted down by the member of staff in the book kept in the staff room. These are then recorded into myconcern by the Director of Wellbeing. The pupil issued with a detention will serve the detention the same day where possible.

The detention starts at the beginning of lunch; the pupil is in isolation and supervised by the Director of Wellbeing. Pupils will be allowed a 15min supervised lunch break. During this detention pupils will fill out a 'Detention Form' on which they must state what they have done to have received a detention and how they will modify their actions. This is then signed by the teacher issuing the detention, the Deputy Head/Director of Wellbeing/ Pastoral Coordinator and the parents.

If a pupil accumulates more than three detentions in a term they may be suspended by the Headmaster.

Report Cards

Persistent poor behaviour, lack of effort or general attitude may mean that a child is given a report card. Pupils may also volunteer to go on report card.

Pupils must take their cards to each lesson they attend. Staff will award pupils a grade from 1-4 based on their effort.

1. Excellent
2. Good
3. Inconsistent
4. Poor

The procedure provides intensive short-term monitoring which focuses the child's attention on their own work and behaviour.

Recording and Recognition

Effort Stars and Minutes Off are recorded in the pupils Prep-Diary. Each Friday, the Form Teacher/Tutor records each of their tutees' weekly number of Effort Stars and Minutes Off on a Record Sheet issued by the Director of Wellbeing. This is then recorded centrally.

The weekly number of Minutes Off noted on the Record Sheet will be the number of minutes that pupil will miss of their Golden Time lesson that week (in years 3&4). Where possible all sanctions are dealt with within the same week, with a fresh start on Monday.

At the end of Term Assembly the House with the most number of House Points is recognised as the Winning House. Additionally pupils with 'No Minutes Off' and

those with the greatest number of Double Effort Stars, in each year group, are suitably congratulated.

At the end of the Summer Term the 'Jubilee Cup' is awarded to the House with the most points.

14. Positions of responsibilities

At Cophorne there is a large scope for pupils to gain position of responsibilities.

Head of School

These are decided upon by both staff and pupils and take into account a pupils academic, social and moral contribution to the school. In year 7 they also go on a leadership field trip where they are observed working together in unfamiliar surroundings. The Heads of School are announced at the beginning of each academic year. They are expected to fulfil many duties, but their main duty is to be seen as a good role model for the rest of the school. The Heads of the School wear a distinctive Cophorne tie with yellow stripes as opposed to the red worn by the rest of the school.

Prefects

Prefects are decided upon in a similar way to the Heads of the School. They can be chosen throughout the year and are awarded to pupils in year 8. They perform many duties and have weekly 'prefects lunch' with a member of the SLT. Prefects wear a different tie to the rest of school to represent their position of responsibility; their tie is black and red stripes.

House Captains

These are elected within the four houses; Newton, Sale, Rendall and Workman. They are responsible for giving speeches if their House has won a shield and also organising teams for Inter House events. They will wear a badge in their house colour to denote their status.

Form Captains

Each Tutor group in years 3-8 elects a Form Captain who sits on the council for that term. These pupils attend 2 School Council meetings where they discuss with the Director of Wellbeing any ideas/thoughts that their Tutor group want raised. The Director of Wellbeing will then report back to them in the later part of the term to inform them of the progress they have made. Each term a new form captain is elected.

School Council

Each Tutor group in years 3-8 elects a pupil to sit on the School council. These pupils attend a meeting once a term to discuss wider community projects and issues.

15. Involvement of Parents

Parents will be involved in discipline cases as appropriate. Individual staff should not involve parents in discipline issues without first informing the pupil's tutor. The tutor should in most cases be the point of contact that a parent has with the school regarding disciplinary matters. Parents are also encouraged to support good behaviour and positive habits in their children.

16. Involvement of Staff

The working of the school's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with pupils in form/tutor group time.

Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. Tutors will provide the principal contact with pupils regarding the management of behaviour of each pupil.

17. Involvement of Pupils

Article 12 of the UN Convention on the Rights of the Child allows children who are capable of forming views the right to express those views.

The Head is responsible for ensuring the positive contribution of pupils. The SENCO will ensure that the needs of SEN pupils are properly taken into account, and their participation in the consultation process is assured. The Head will seek the widest possible agreement for this policy, and will report at least annually to the governing body on its implementation.

18. Equal opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the school's equal opportunities policy without discrimination because of differences arising out of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability. Equality Act 2010

19. Pupils conduct outside the school gates - teachers' powers

What the law allows:

Teachers have the power to discipline pupils for misbehaving outside of the school premises "to such an extent as is reasonable"

Subject to the behaviour policy, teachers may discipline pupils for:

Misbehaviour when the pupil is:

- Taking part in any school-organised or school related activity
- Travelling to and from school or
- Wearing school uniform or in some other way identifiable as a pupil of Cophorne Prep School

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school

In all cases of misbehaviour the teacher can only discipline the pupil on the school premises or elsewhere when the pupil is under the lawful control of the staff member.

20. Malicious accusations made against staff from a pupil.

These will be taken very seriously and will be dealt with in accordance of our safeguarding policy. If the accusations are found to be false the pupil will be suspended and parents will be invited into to discuss their return to the school with the Head and the DSL.

REVIEWED: Autumn 2016 (New Policy Written) Policy Owner/ Autumn 2017/
Autumn 2018

AMENDED: Spring 2018/Summer 2019

NEXT REVIEW: Autumn 2019

Appendix 1

Cophorne Classroom Rules

1 Our aims:

- To enable everyone to enjoy a happy and exciting learning experience
- To help each other to make the most of the opportunities we are given

2 **Our promises:**

So that we can achieve our aims, we endeavour to:

- listen carefully to others, without interrupting
- raise our hand if we wish to speak
- show consideration for others at all times
- work hard to achieve our very best at all times
- encourage others to share their ideas and express their views
- arrive on time with the correct equipment

Appendix 2

General playtime rules

‘Squares’ with a football is fine but no kicking of the ball.

No kicking the ball in the theatre/girls’ changing room area.

Bouncing football on table tennis table is fine.

Any games involving kicking a football should be played on the courts/fields.

No football in the hockey goals.

Stay off the fields if it is, or has been raining.

Adventure playground

No chain wars.

No climbing above the monkey bars.

Tennis Courts

Only one goal per year group.

Stay on path when going down to the courts especially if field is wet.

Appendix 3

WHAT HAPPENS WHEN YOU GET IT WRONG ?

MINUTES OFF

You can be given anywhere between 1 and 20 “minutes off” dependent on your actions. You will be given a warning and your name will be placed on the board; if you continue to misbehave you will get “minutes off”. There are occasions where no warning is necessary and you will be given “minutes off” straight away.

REPORT CARDS

You may be placed on a report card for your behaviour, poor effort or too many “minutes off”. Or to help you focus more in lessons (Academic)

Whilst on report card you will report to a member of staff. This will need to be signed by your parents each evening.

DETENTIONS

You will be placed on a lunchtime detention for serious offences; fighting, verbal bullying/unkind comments etc, disturbing a lesson so that others cannot work or general, very poor behaviour. More than 3 detentions in a term will result in a letter home; any more than 3 may result in a suspension.

SUSPENSION

An immediate suspension will be the result of violent behaviour or a serious issue. 3 Suspensions could result in permanent EXCLUSION from Cophorne Prep School.

MINUTES OFF

Misdemeanour	Mins off	
Not signing out	1	
Silly behaviour in class	1-10	
Late for lessons	1-10	1 minute per minute late
Not having the right kit/equipment	1-10	
Not having prep diary in lessons	1-10	
Not completing/handing in prep	1-10	

Not wearing the correct uniform	1-10	
Uncooperative behaviour	1-15	Possible Detention
Repeated disobedience	1-15	Possible Detention
Repeated forgetfulness	1-15	Possible Detention
Rudeness	1-15	Possible Detention
Laziness/poor attitude to work	1-15	Possible Detention
Breaking other school rules	1-15	Possible Detention
Isolated unkind behaviour	5-15	Possible Detention
Swearing/inappropriate language	10-20	Possible Detention
Lying	10-20	Possible Detention
Sent out of class for disrupting	15	Detention
Fighting	10-20	Detention +
Stealing/taking without permission	10-20	Detention +
Persistent Bullying	10-20	Detention +

Appendix 4

Boarders' Behaviour Policy

a) Introduction

At Cophorne we appreciate that boarding is more than an extension of the school day and do not therefore consider that the everyday school sanction and discipline policy should apply upstairs where a more relaxed and less formal atmosphere exists.

Minutes off and detentions are not generally given for misdemeanours that occur in boarding; however, the school expulsion and exclusion policy does apply.

A log book is kept for staff to record minor incident should anything occur. The boarders have a day book they can write in as well.

b) Expectations of Boarders

Boarders are expected and encouraged to:

- Adhere to the routine and carry out instructions and duties given to them by members of staff
- Treat each other with due courtesy and respect at all times
- Consider the right of others (both boarders and resident members of staff) to privacy and quiet
- Respect the property of others and that of the school
- Keep the boarding areas as tidy as possible.

Boarding is seen as a privilege and a pupil whose behaviour falls consistently below the expectations outlined above will first be given a warning (with an accompanying letter home) and thereafter excluded from boarding for a period of time at the Headmaster's discretion.

Sanctions for 'Upstairs' use:

- Withdrawal of privileges:
 - loss of access to the Sports Hall, Boarders Sitting Room or Boarders' Activities
- Loss of 'free time'
 - early to bed
 - early lights out

Appendix 5 **PREP SCHOOL RULES**

Attitude

- You are expected to be honest and straightforward. You should neither tell lies nor hide the truth, and should own up to misdemeanours and mistakes, certainly when asked about them, and preferably before hand.
- You should consider how your actions and words affect others, and do everything so as to minimise any unpleasantness to them.
- You should endeavour to be kind and helpful to all at the school, particularly to those younger than you.
- Violent or threatening behaviour is not tolerated. Neither is bad language.
- You should show politeness to all adults. In particular by:
 - standing when they enter a room
 - holding doors open and standing aside for them to go through first.
 - using "Sir", "Mrs", or "Miss" when talking to them.
 - not interrupting them, nor pushing past them.

- using courtesies such as “Please”, “Thank you” and “Good morning”, without prompting.
- offering to help visitors to the school.
- At meal times you should pay particular attention to your table manners, and attend to the needs of others on the table.
- You should obey staff without argument, and any questions or comments to a member of staff should be phrased and spoken politely.
- You should also obey and be courteous to prefects.
- You should be punctual to all lessons, activities and events.
- Be tidy around the school and do not drop litter. You should pick up any litter you see, even if you did not drop it yourself.
- Generally, treat others in a manner with which you would like to be treated, and look after other people’s possessions (including the school’s) as you would like them to look after yours.

General

- You should arrive between 7.30 and 8.20am, but if arriving before 8.00am you should report directly to the Rendall Room.
- On arrival at school you are not permitted to play outside.
- When leaving school, you should go to the New Block to sign out if you are leaving outside of normal times you need to sign out at the main office or with the member of staff on duty.
- Blazers should be worn to and from school.
- Damaging school, or other’s, property is treated seriously, and there may be occasions when it will be necessary for the damage to be paid for. Any damage should be reported immediately to a member of staff.
- Furniture should be treated with respect, and you should not rock on chairs nor swing on fixtures.
- Throwing stones (or other similar missiles) or fighting with sticks is strictly forbidden.
- Prep Diaries must be signed by parents once a week.
- Running is not allowed anywhere inside the school building. Moving around the building and up and down stairs should be done at a walk and in an orderly fashion.
- Borrowing, buying or exchanging articles of any sort is not allowed without the written permission of both sets of parents and the agreement of the Head.
- Lockers and bags are personal and private, and you should not go into someone else’s without permission.
- The following items are not permitted at school:
 - ‘Tippex’, or other correcting fluid. Bottles of ink
 - Penknives and other items that may constitute a danger to the community
 - Sweets, chewing gum, or other food or drink
 - Money unless permission has been given
 - Only indoor shoes may be worn in the sports hall.
- A letter from your parents must be sent to the matron if you are to be kept off games, indicating the reason and the length of time.

Bounds

On arrival at school you are not permitted to play outside, and playing outside after dark is not allowed.

The following areas are Out of Bounds, and may only be visited with a member of staff:

- The woods
- The area immediately surrounding the nature pond
- The sports field on the other side of the road
- The swimming pool area, and the sports hall
- All buildings concerned with maintenance and upkeep of the school and grounds
- Rooms in the school, other than those where you have a legitimate reason to be
- Balls, etc., may only be retrieved from these areas with permission from a member of staff. Under no circumstances are you to go onto a roof for these or other purposes.

Also refer to the current playground rules as displayed in all classrooms.

Timings for Break Time are as follows:

- 10.05 – 10.25 Break 1 Drinks/biscuits/sandwiches in Dining Hall
- 11.35 – 11.50 Break 2
- 12.25– 1.30 Lunch Break Year 3 & 4
- 1.05 – 1.55 Lunch Break Years 5-8

Limits of play (Bounds)

- No one past the gate/oak tree
- No one behind the pavilion
- No one on Long Walk or Common
- No one in Woodshed
- No one in Cricket Nets
- No one in Garden/pond/campfire area

Personal

- Only correct school uniform and sports kit, as per the clothing list, may be worn. These should all be fully named.
- You should look neat and tidy at all times with e.g. your tie done up properly, your shirt tucked in, your shoelaces done up.
- Shoes should be black leather and of a suitable style.
- The only items of personal jewellery allowed are a watch, and, for girls, stud earrings. Any ear piercing should be done, where possible, at the beginning of the long holiday to allow for healing.
- You should come to school with combed neat hairstyles. Long hair should be tied back and fixed with bands/scrunchies in red, white, black or grey. No gels, hair dyes or other cosmetic treatments are to be used. Coloured nail-varnish and makeup (or other decoration) is not permitted.
- Pens, pencils etc. should be kept in a suitable container.
- Valuable items, such as pens and watches, should be named clearly.
- Non-essential items of value should not be brought to school. Children should not bring money into School unless requested for a specific outing, etc.
- Mobile phones are not allowed unless requested for a specific outing, etc.

- Medication should be taken to the matron personally by your parents, or by you, with a letter of instruction and the reason for the medicine. Please bring the original boxes if available.