



UCS Junior Branch

DISCIPLINE, BEHAVIOUR, REWARDS and SANCTIONS POLICY

DISCIPLINE AND BEHAVIOUR

Consistent with the principles upon which UCS was founded, every effort is made to offer pupils as much scope for individual expression as is consistent with high standards of achievement and with proper standards of behaviour. The characteristics of good behaviour are described regularly and discussed explicitly with the whole school in Assembly, and in with class groups in PSHE lessons. Pupils are regularly praised by staff when they have behaved well, or have achieved an improvement in their own conduct; this may happen in lessons, around the school or off site. Descriptive praise is a powerful tool for improvement.

Teachers must NOT humiliate children, or put them down in front of others. Blanket punishments, over-reaction, over-punishing and sarcasm are NOT acceptable sanctions at UCS.

Corporal punishment is never used at the Junior Branch.

The relationship between teacher and pupil should be one of mutual respect, trust and confidence and the initiative for setting standards of personal relationship comes from the teacher. Teachers should not talk to boys about other boys. They should neither encourage gossip about members of staff nor pass on Common Room matters or any confidential information.

Ensuring acceptable behaviour from the pupils is the responsibility of all members of the staff. Consideration for others, good manners, reliability and punctuality should always be insisted upon: a teacher's own good example can be invaluable. Staff should be consistent, reasonable and fair. They should be punctual leaving a form room and arriving at all lessons, and avoid leaving a class unattended once a lesson has begun. All boys should be out of the classroom at break and lunchtime before the teacher leaves. Teachers should set clear standards right from the start and maintain them. If possible, they should avoid sending boys out of lessons. If, however, a boy has not heeded a warning that his behaviour in class is disruptive and unacceptable, he should be

told to report at once to the Deputy Head (Pastoral); another boy should accompany him. If his behaviour is unacceptable at a break-time, then the member of staff on duty should deal with the incident in the first instance. If it is considered serious, either due to the nature of the offence or its repetition, then the pupil should be sent to the Deputy Head (Pastoral). If there is an immediate danger of personal injury to, or an immediate danger of to the property of, a person (including the pupil himself) resulting directly from the behaviour of a pupil, then a teacher may use physical intervention to restrain that pupil from engaging in certain activities. The Deputy Head Pastoral should always be informed as soon as possible, and the incident recorded.

The general standards that we expect and that we strive to maintain are briefly summarised below:

Around the school:

- Late-comers must report to the School Office and attend Assembly or form period. If arriving too late for that, pupils must report to the School Office.
- Pupils must be properly dressed. They should wear plain shirts, school ties and school blazers in the Autumn and Spring Terms, and House polo shirts and blazers in the Summer Term. Sweatshirts and pullovers, if worn, must be school uniform. All pupils must be smartly and cleanly dressed.
- Pupils must treat each other and, of course, all members of the school staff and all other adults, with civility and respect.
- Pupils must eat in the Hall or the Lower playground, nowhere else in the building and especially not in classrooms.
- Pupils must respect the property of others and the school.
- Pupils must not leave the school site during the school day; the school day begins when they first arrive at school and finishes when they are collected, or when they leave independently – if they have written permission to do so from their parents.
- Pupils must never behave, either inside or outside the school, in a manner that might bring disrepute upon themselves, their families or the school.
- Pupils must never physically or verbally abuse other pupils or staff; any instance of bullying will be dealt with promptly in line with the school's Anti-bullying Policy.

In The Classroom

- Pupils must be punctual for lessons and for games.
- Pupils must complete homework reliably and on time.
- Pupils must not behave in class in a way that might distract others or threaten the learning environment.
- If pupils have permission to miss a lesson - for a music lesson, for example - they should still ask the teacher of whichever lesson they have missed for help in catching up the work.

REWARDS AND SANCTIONS

The school expects high standards of behaviour, self-discipline and learning. When a boy does something well, the teacher will recognise this by telling him, or by writing comments on his work, or in his homework diary.

If he falls behind or misses work, the teacher will make arrangements for him to catch up. This may happen during the school day, or as part of his homework, or sometimes he may need to stay behind after school, in which case his parents will be told in advance.

REWARDS – Merits and Commendation Cards

Merits are awarded for a particularly good piece of work, significant improvement in work or behaviour, or for public-spiritedness. A boy's merit score may help his House to win the Merit Cup, which is awarded at the end of each year to the House with the greatest total of merits.

Commendation Cards (green) are awarded for exceptional work or behaviour and are worth five merits. The award of a Commendation Card should be recorded on the JB database. The boy's Form Teacher signs the card and records the merits; one of his House Teachers signs the card at one of the weekly House Meetings, when a House Commendation Stamp is also placed on a page in the boy's homework diary. House teachers may decide to keep their own central record of the number of Commendation Cards awarded. If a boy has accumulated five Commendation Cards, he receives a stamp in his diary from the Headmaster, and is presented with a Commendation Certificate in Assembly.

SANCTIONS – Cautions and Misdemeanours

If a boy fails to meet the school's standards of behaviour, he should expect to receive a punishment. For less serious offences he will be given a Verbal Reprimand. For repeated or more serious offences he will be given a Caution, which will be recorded, for members of staff to see, but not in the boy's diary. Cautions are not given for missing or incomplete work. If a pupil receives a Caution, that pupil must take a completed (yellow) Caution slip directly to the Deputy Head (Pastoral), who records the Caution on the JB Database. She countersigns the slip, which the boy returns to the member of staff. The boy then undertakes an appropriate task, decided upon by the member of staff, which should take no longer than 15 minutes to complete. The member of staff should place the Caution slip in the Form Teacher's pigeonhole as soon as possible, so that they are kept aware.

Five Cautions in the same half term will result in a Misdemeanour, which is recorded, on a red A4 Misdemeanour Card, by the Deputy Head (Pastoral). The pupil's parents are informed and he is required to carry out an after-school detention with the Deputy Head (Pastoral), performing some public-spirited task such as litter collection or tidying lost property. The card is then placed in the

boy's school file. It is passed on to the Senior School at the Headmaster's discretion.

Academic and behavioural shortcomings in particular subjects are dealt with by the individual teachers concerned. Form teachers will be fully informed and, if necessary, will offer support. Students may be privately detained at lunchtime if it is deemed necessary.

Persistently poor work and/or behaviour over a period of time may result in a Weekly Report Card being used. This will identify the areas for improvement that the boy needs to focus upon. Members of staff will comment on each lesson and on a daily basis the form will be reviewed and signed by the Form Teacher and parents. The Deputy Head (Pastoral) will retain the completed card and keep the Headmaster informed. Parents will be informed before a pupil is given a Report Card. Our aim is to limit the period of the sanction as far as possible, in order to encourage pupils to develop reliable habits of study. The pupil will be required to present a completed card to the Deputy Head (Pastoral) at the end of each week.

Any incident that involves bullying will be dealt with according to the school's Anti-bullying Policy.

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