



Northbourne Park School

Discipline Policy (Prep School)

Author	Issue date	Review date	Purpose	Scope	Version	Agreed by
EWB DoPECA	May 2010	May 2012	Safeguarding	All Staff	1	SMT
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This Policy should be read in conjunction with the following School policy and procedure:

NPS Academic Discipline

NPS Admissions

NPS Assessments, Recording & Reporting

NPS Curriculum

NPS Marking & Assessment

NPS Sex and Relationships Education (SRE)

NPS Spiritual, Moral, Social and Cultural (SMSC)

NPS Form Tutor Role

NPS Boarding Staff Handbook

NPS Anti-bullying

NPS Anti-Cyberbullying

NPS Attendance & Truancy

NPS Child Protection

NPS Confidentiality

NPS Discipline (Pre-Prep)

NPS E-Safety

NPS Safe Handling & Restraint (Prep)

NPS School Rules

NPS Security

NPS Supervision of Pupils

NPS SEN

NPS Equal Opportunities and Inclusion

NPS Parental Responsibility Guidance

A Statement of Aims.

Northbourne Park School expects pupils to develop confidence and independence in their own lives and to be considerate, kindness and generous to others. This expectation underpins our key educational objectives in encouraging our pupils to mature and develop as effective team players and leaders of the future.

Our rules and expectations of behaviour are determined through a pastoral framework, which focuses on each pupil as an individual. This framework encompasses every part of school life, including

- classroom teaching
- sport
- music
- drama
- outdoor education
- boarding
- form tutoring
- assemblies
- clubs
- break and play times
- trips out of school

Rewards and Positive Reinforcement

Form Tutors define our expectations about good behaviour to their forms at the start of every year and read out the *NPS School Rules* to their forms.

The most important school rules are

- Listening carefully to and following staff instructions the first time.
- Being polite to others.
- Respecting other people and their possessions.
- Saying things that are 'kind, necessary and true'.
- Informing staff if they feel uncomfortable or unhappy about something.
- Walking inside buildings.
- Playing inclusive games at break-times.
- Not hitting, pushing, fighting or pushing.
- Keeping in bounds.
- Leaving banned items at home.
- Staying out of the car park unless unaccompanied by an adult.

At Northbourne Park School, we encourage the establishment of good teacher / pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined environment in which to live and learn.

Staff, whether teaching or ancillary act as positive role models for the pupils, who emulate their example. The standards set by members of staff in being considerate to others, and in listening carefully are essential examples to our pupils. The staff conducts itself according to the same standards expected of the pupils in its care, using positive behaviour. The staff avoids using negative language in order to establish a positive and supportive learning environment for all pupils. Staff ensure that all pupils are be treated fairly and provided with equal opportunities to thrive in all areas of school life.

Our system of rewards includes:

- Verbal praise and written praise for good work and behaviour.
- House points for effort, achievement and improvement.
- Commendation certificates for outstanding effort, achievement and improvement.
- Speech Day prizes for effort, achievement and improvement
- Displaying excellent work on notice boards and on other social media.
- Review feedback discussions and reports to parents.
- Parents' meetings
- Assemblies

House Points

All staff recognise the importance that House Points have in the most effective way for staff to manage pupil behaviour and discipline. Pupils are loyal to their houses and enjoy gaining 'pluses' for good effort, achievement and improvement. They do not enjoy gaining **Minuses**.

House points form a robust, quantitative measure of academic and pastoral performance which is emphasised through,

1. The publication of House Points on the Headmaster's notice board, prominently placed by the main door of the Prep School so as to allow pupils and day parents to monitor house Points progress.
2. The issuing of Commendation certificates every Monday in Headmaster's assembly.
3. The publication of fortnightly Commendation lists on the Headmaster's notice board.
4. House meetings.
5. In pupil reports in which the school presents a total for that reporting period.
6. Through regular references to House Points in school policy, procedure, letters and other documentation.

Minuses

Staff are generous and organised in rewarding pupils with **Pluses** and cautious in handing out **Minuses**.

Staff hand out minuses for minor 'peccadilloes'. They deal with more significant instances of poor behaviour or patterns of poor behaviour by completing a *Notifiable Incidents Form*.

Any pupil receiving **three** Minuses in any one week will automatically receive a Thursday detention.

Staff never hand out blanket minuses, for example to a whole form. (There are pupils who take a particular pride in having never gained a minus throughout their whole NPS career.)

The Form Tutor (Please refer to the *NPS Form Tutor Role*)

The Form Tutor is the primary academic, extra-curricular and pastoral carer for each pupil. The Form Tutor is responsible for ensuring that every pupil behaves according to the schools stated aims and across all areas of school life.

The Form Tutor liaises closely with the Deputyhead and the Headmaster in delivering the highest quality levels of academic, extra-curricular and pastoral care for each pupil in the form and maintains accurate records on each pupil in the *Pupil Record File*.

In the summer term, each Form Tutor arranges a *Seamless Transition Meeting* in which they can discuss the *Pupil Record File* with the pupil's Form Tutor for next year. This meeting is a chance for an informal discussion about the academic, extra-curricular and pastoral progress of each pupil to take place and is minuted on the *Pupil Pastoral Transition Form*. The new Form Tutor files a copy of this form on the *Pupil Record File*.

At the end of the summer term, the Form Tutor checks the *Pupil Record File*, arranging academic information on the left hand pocket of the file and the pastoral information on the right in reverse chronological order (*the most recent information on the top*) and weeding out any irrelevant information. The *Pupil File* should then be passed on to the next Form Tutor before the summer holidays.

The Form Tutor reviews the *Pupil Record File* regularly in order to seek to identify any repeated patterns of poor behaviour.

The Form Tutor should seek, wherever possible to resolve an academic, extra-curricular or pastoral issue themselves, particularly in the case of minor infringements, such as lateness, rudeness, late or poorly completed work.

Communication with Parents

The school believes that good discipline is achieved through good, clear and supportive communication with

- Pupils
- Learning Support Department.
- Deputyhead / Headmaster.
- Parents / carers of each pupil.

NPS believes in the effectiveness of the 'triangle'; the school, pupils and parents / carers all working together to support each pupil. Form Tutors take a primary role in ensuring that they are accessible to parents by email on the telephone and in person. Form Tutors should seek to get to know each family and to learn to pick up concerns early so as to ensure that problems are not allowed to develop but are dealt with at a low level in the first instance.

Solutions to poor pupil discipline are never universally applicable, but should be fair. Form Tutors take into consideration that each individual disciplinary case requires a fresh approach. Although it seeks as far as possible to be consistent in its punishments and sanctions, it reserves the right to vary sanctions and rewards depending on the pupil involved and their particular needs.

Disciplinary Sanctions

Poor Behaviour

Pupils make mistakes; it is in their nature. We believe that through making mistakes, pupils can learn and develop appropriate behaviour both individually and collaboratively. Our aim is that there will always be a positive resolution to any disciplinary issue that arises. This is not to say that the pupil will 'get away' with poor behaviour, simply that positive lessons can always be learnt from any incident. Ultimately, we have a role in reinforcing good behaviour by ensuring that pupils are able to:

Reflect on their behaviour	(Past)
Assess their behaviour	(Present)
Agree to change their behaviour	(Future)

Pupils should therefore be:

- made aware as to where they have gone wrong,
- encouraged to consider **why** they have allowed the incident to happen, *and*
- asked to consider how they can amend their behaviour and learn from the incident in the future.

The second of these two points is the most critical to a successful resolution of the issue; it might require some soul-searching to identify the answer to the question 'why'. The answer might for example be 'showing off'. Getting to the core of the reason for the behaviour is the crux of pastoral care and often opens up other avenues for exploration, a pupil feeling that s/he is lacking confidence for example.

Detention

The school operates a detention system, which runs during club time. Pupils will not attend their normal club whether it is paying or non-paying. Pupils will complete a piece of work which will be determined by the Deputyhead and which will be an appropriate and proportionate response to the incident. Copy tasks and pointless writing tasks are not appropriate punishments.

Academic Discipline

If individuals do not keep to the class rules, certain sanctions apply. These have a ladder of severity according to the seriousness of the event and the frequency of its occurrence.

Offence 1. Name on the board

Offence 2. Sit separately for 5 minutes

Offence 3. Miss a playtime or being set a community task for a designated time, such as removing chewing gum, or collecting litter under the supervision of a member of staff.

Offence 4. *Academic Problem Note* sent to the pupil's Form Tutor.

Offence 5. Teacher completes a *Notifiable Incidents Form* (NIF) and sends it to the Pupil's Form Tutor.

Persistently poor academic performance may result in the Form Tutor issuing a pupil with a *NPS Academic Report Card*, which the pupil asks teachers to sign at the end of every lesson.

Notifiable Incidents

Staff document more serious incidents (or repeated low level incidents for which warnings have been ignored) on a *Notifiable Incidents Form*. Notifiable Incidents include any action on the part of a pupil, which results in significant harm or potential harm. This might include repeated:

Spitting

Hitting

Name-calling

Pushing

Shoving

Tripping

Fighting or any other aggressive and intimidating behaviour

Suspension and Exclusion.

The Headmaster may suspend a pupil, for a period of between 48 hours and one week for very serious indiscipline, or less serious offences, where repeated punishment has proved ineffective. If suspension is ineffective, the school may be forced to exclude the pupil, or to require him/her to leave the school.

Corporal Punishment.

Corporal punishment is never used at Northbourne Park; it is archaic, and serves no purpose but to promote violence as a means of resolving issues. It is therefore not in accordance with the aims of the school or any of its policies.

Boarding House

The boarding house runs its own discipline, unless the behaviour of the boarders has an impact on areas of school life outside boarding. Boarders are allowed to enjoy the same sense as the Day Pupils of being 'at home' rather than at school and therefore cannot gain or lose house points.

The Head of Boarding and the boarding staff operate their own disciplinary processes, mirroring the school Discipline Policy to start with and incorporating it at later stages of the ladder.

Offence 1. First warning about the behaviour.

Offence 2. Second warning about the behaviour and a note in the Boarding Diary.

Offence 3. *Notifiable Incident Form*

Expunging

It is possible for pupils to expunge their records and move down one level at a time for protracted periods of good behaviour on the recommendation of the Form Tutor and with the agreement of the Headmaster. Usually, a pupil will come down the ladder one level per term if they have remained incident-free, but this is at the discretion of the Headmaster and the Deputyhead.

Serious Incidents

In the case of serious incidents and in accordance with the NPS Parent Contract, the Headmaster reserves the right to permanently exclude a pupil. This will always be in consultation with a member of the Governing body of the school.

[NPS Disciplinary Ladder below:](#)



Northbourne Park School Disciplinary Ladder

This ladder encourages communication between school, home and pupil whilst involving other agencies if required. Each stage of the Disciplinary Ladder will be carefully documented. The school hopes that in the vast majority of cases, disciplinary issues will be dealt with at Level 1 and that very rarely will they progress on to higher levels.

LEVEL 1

Notifiable Incident Review

1. On receipt of a *Notifiable Incidents Form*, the Form Tutor should,
2. DATE and INITIAL the form.
3. Discuss the incident with the pupil involved.
4. Complete the section entitled,

FORM TUTOR AGREES THAT THE IMMEDIATE ACTION IS SUFFICIENT. **YES / NO**

5. Complete the section entitled, (IF NO) FORM TUTOR SUGGESTED ACTION
6. Pass the original copy of the NIF to the Deputyhead.

The Deputyhead will sign and date the NIF, agree the suggested actions or suggest further actions and then pass the original copy of the NIF on to the HM

The HM will sign and date the NIF, agree the suggested actions or suggest further actions and then copy the form to the Form Tutor and to other staff who need to be aware, including the Head of Learning Support, (in case of the learning support needs of the pupil) and the Bursar (in case of Health and Safety concerns).

7. The Form Tutor should read the NIF carefully and ensure that all suggested actions have been completed. This might include informing parents of the incident and the school's agreed actions.
8. The Form Tutor should discuss the incident with the pupil and ensure that the appropriate sanction is understood.
9. The Form Tutor should file a copy of the NIF on the *Pupil Record File*.

[NPS Disciplinary Ladder below:](#)

LEVEL 2

Form Tutor Review Meeting

Repeated *Notifiable Incidents Forms* trigger a **Form Tutor Meeting** with the pupil, Form Tutor and Deputyhead.

During this meeting, the Form Tutor will

1. Inform those present of the nature of the incident and the school sanction proposed.
2. Ask for comments from those present.

If the sanction is agreed, the Form Tutor

1. Gives a formal warning to the pupil about the repeated poor behaviour.
2. Advises the pupil that a **Parent Review Meeting** will take place if the poor behaviour is repeated.
3. Reinforces our aim is that there will always be a positive resolution to any disciplinary issue that arises.
4. Thanks those present for attending,

If the sanction is not agreed, the Form Tutor refers the incident to the Deputyhead.

Following the Form Tutor meeting, the Form Tutor will write a letter to parents stating that

- the **Form Tutor Review Meeting** has taken place, including date and time.
- parental support would be appreciated to reinforce good behaviour both at home and at school.
- parents are welcome to come in and review the issue if they would like.
- That we have considered the appropriateness of enlisting the advice of other experienced professionals, such as a counsellor, GP, Educational Psychologist and any other agencies in order to support the pupil.
- That further poor behaviour will result in a **Parent Review Meeting**.
- Thanking parents for their support.

Notes of this meeting should be placed on the *Pupil Record File*.

NB: MOST BEHAVIOURAL ISSUES CAN BE RESOLVED / CONTAINED AT THIS LEVEL.

NPS Disciplinary Ladder below:

LEVEL 3

Parent Review Meeting

Further repeated *Notifiable Incidents Forms* trigger a **Parent Review Meeting** with the pupil, Form Tutor, parent (s) or carer (s) and Deputyhead.

During this meeting, the Form Tutor will,

1. Inform those present of the nature of the incident and the school sanction proposed.
2. Enlist the support of the parents in raising expectations of behaviour both at home and at school and explore strategies for doing so.
3. Explore the appropriateness of enlisting the advice of other experienced professional, such as a counsellor, or an educational psychologist in order to support the pupil as s/he develops strategies to improve behaviour.
4. Ask for any further comments from those present.

If the sanction is agreed, the Form Tutor

5. Gives a formal warning to the pupil about poor behaviour.
6. Advises the pupil that a **Headmaster's Review Meeting** will take place if the poor behaviour is repeated, the most likely result of which will be a temporary exclusion from school and a final warning about poor behaviour.
7. Reinforces our aim is that there will always be a positive resolution to any disciplinary issue that arises.
8. Thanks those present for attending,

If the sanction is not agreed, the Form Tutor refers the incident to the Deputyhead.

Following the **Parent Review Meeting**, the Form Tutor will write a letter to parents stating that

- The **Parent Review Meeting** has taken place, including date and time.
- The nature of the incident and the school sanction agreed.
- The support of the parents is appreciated in raising expectations of behaviour both at home and at school, exploring strategies for doing so.
- The school and parents have explored the appropriateness of enlisting the advice of other experienced professional, such as a counsellor, or an educational psychologist in order to support the pupil as s/he develops strategies to improve behaviour.
- Gives a formal warning to the pupil about poor behaviour, advising the pupil that a **Headmaster's Review Meeting** will take place if the poor behaviour is repeated, the most likely result of which will be a temporary exclusion from school and a final warning about poor behaviour.

- Reinforces our aim is that there will always be a positive resolution to any disciplinary issue that arises.
- Parents are welcome to come in and review the issue if they would like.
- Thanking parents for their support.

Notes of this meeting should be placed on the *Pupil Record File*.

IN THE UNLIKELY EVENT THAT THE BEHAVIOUR IS NOT IMPROVED AT THIS POINT THEN THE FORM TUTOR / Deputyhead WILL PROCEED ON TO:

NPS Disciplinary Ladder below:

LEVEL 4

Headmaster Review Meeting (possibly combined with Suspension)

Further repeated *Notifiable Incidents Forms* trigger a **Headmaster Review Meeting** with the pupil, Form Tutor, parent (s) or carer (s), Deputyhead and Headmaster. The most likely outcome of this meeting is a temporary suspension or exclusion of the pupil from school.

During this meeting, the Form Tutor will,

1. Inform those present of the nature of the incident and the school sanction proposed.
2. Enlist the support of the parents in raising expectations of behaviour both at home and at school and explore strategies for doing so.
3. Explore the appropriateness of enlisting the advice of other experienced professional, such as a counsellor, or an educational psychologist in order to support the pupil as s/he develops strategies to improve behaviour.
4. Ask for any further comments from those present.

If the sanction is agreed, the Form Tutor

5. Gives a final warning to the pupil about poor behaviour.
6. Advises the pupil that if the poor behaviour is repeated, the most likely result of which will be a permanent exclusion from school.
7. Recommends that Northbourne Park School might not be the right environment in which the pupil should continue their education.
8. Reinforces our aim is that there will always be a positive resolution to any disciplinary issue that arises.
9. Thanks those present for attending,

If the sanction is not agreed, the Form Tutor refers the incident to the Deputyhead.

Following the **Headmaster Review Meeting**, the Headmaster will write a letter to parents stating that

- The **Headmaster Tutor Review Meeting** has taken place, including date and time.
- The nature of the incident and the school sanction agreed.
- The support of the parents is appreciated in raising expectations of behaviour both at home and at school, exploring strategies for doing so.
- The school and parents have explored the appropriateness of enlisting the advice of other experienced professional, such as a counsellor, or an educational psychologist in order to support the pupil as s/he develops strategies to improve behaviour.
- Gives a final warning to the pupil about poor behaviour, advising the pupil that if the poor behaviour is repeated, the most likely result will be a permanent exclusion from school.

- Reinforces our aim is that there will always be a positive resolution to any disciplinary issue that arises.
- Parents are welcome to come in and review the issue if they would like.
- Offers the Parents the opportunity at this stage to withdraw their pupil from the School.
- Thanks parents for their support.

Notes of this meeting should be placed on the *Pupil Record File*.

[NPS Disciplinary Ladder below:](#)

LEVEL 5

Final Review Meeting

Further repeated *Notifiable Incidents Forms* trigger a *Final Review Meeting* with the Headmaster, Deputyhead, Form Tutor, Parents (*and where appropriate the pupil*). The most likely outcome of this meeting is the permanent exclusion of the pupil from school, after discussion with the Chairman of Governors.

This meeting

1. Offers the Parents the opportunity to withdraw their pupil from Northbourne Park School.

If this is not accepted, it,

2. Details the permanent exclusion and offers help to the parents in finding another school for their pupil.

This meeting is documented and copied to the pupil's file. The meeting is immediately followed by a letter to the parents from the Headmaster detailing:

- That the meeting has taken place, including date and time.
- The offer made in the meeting for the Parents to withdraw their pupil from Northbourne Park School.
- The nature of the repeated poor behaviour leading to Permanent Exclusion.
- That the parents are welcome to pursue the *NPS Complaints Procedure*.

Any replies or further communication from the parents is to be placed on the pupil file.

END