



# Haileybury Astana

## BEHAVIOUR, REWARDS AND SANCTIONS POLICY

### General

Teaching children how to behave well is part of the education we offer. Unless bad behaviour is deliberate, repeated or wilful, we try to avoid punishing pupils for it, especially in the lower year groups. We have a strong system of incentives and rewards to encourage good behaviour.

It is, however, important that our pupils understand why certain types of behaviour are not appropriate. As our pupils get older they are expected to become increasingly aware of how to behave appropriately and take responsibility for their actions.

We will keep parents fully informed if we have concerns over their child and we encourage parents to make an appointment to come and speak to the relevant member of staff if they are worried about their child.

### School Rules

The school operates on the basis of a Code of Conduct, which guides pupil to make the right decisions about how they should behave, and the Haileybury Habits, IB Learner profile, which are prominently displayed around the school. There are a small number of specific rules, but our aim is that children should increasingly work out for themselves what kind of behaviour is acceptable and appropriate.

## PUPILS' CODE OF CONDUCT

### GENERAL

- Be caring and considerate to everyone
- Show respect to all members of the school community
- Be as polite and look as smart as you can, all the time
- Work hard and to the best of your ability – be prepared for lessons
- Listen carefully to adults in school and do what they ask
- Look after books and equipment, and respect the property of others.
- Move around the school sensibly and quietly, taking care of the school environment
- Work sensibly with other pupils, talking quietly and sharing with each other

### SPECIFIC

- The use of the English language is to be promoted and encouraged at all times
- Wear the correct uniform at all times



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- Bring the correct equipment to school
- No chewing gum, sweets, crisps or fizzy drinks are allowed in school
- Move between lessons quietly and without delay – walk on the right side, being especially careful on the stairs
- Running is allowed only in the playground
- Stay within the school grounds at all time
- No make-up is to be worn in school
- No jewellery may be worn in school, except for studded earrings (one pair) and watches
- Pupils must not open another pupil's locker or interfere with its contents
- Laser pens are not allowed in school
- Mobile phones are not allowed in school

The Code of Conduct is expressed in more age-appropriate language for younger pupils but the underlying principles are the same.

## Rewards

The school aims to recognise pupils' achievements and efforts in a variety of ways. It acknowledges that all children are different, that children can achieve things in different ways and at different levels and that something which comes quite easily to one child might represent a significant achievement for another. Through recognising pupils' achievements the school aims to reinforce positive attitudes towards learning. We also encourage pupils to understand that making a consistent effort is critical to success in any undertaking and that simply a willingness to attempt something can in itself represent a significant milestone in a child's personal development.

Our reward system also reinforces the importance of building good relationships, treating others fairly and with respect and being supportive and helpful members of our school community. This might be done in Golden Assembly, which happens weekly in Kindergarten and KS1, or in the weekly KS2 and Secondary School assemblies. Newsletters highlight the achievements of individual children and Heads of House use their House assemblies in the same way. Younger pupils might also be given stickers or other age-appropriate rewards. We also operate a "Star of the week" and OTIS system (On Time and In School) from Pre-Prep to KS2 to encourage and reward pupils who worked well that week and reward the class who show good attendance records and arrive punctually. The Secondary School does not use OTIS but also has systems in place to incentivise good attendance and punctuality. We also have certificates for participation in CCAs, medals for Haileybury Habits, the Warner Cup,



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Callaghan Cup and the Bartholomew Trophy. These are presented on Speech Day to honour the pupils who have most contributed to school life.

We have a formal system for rewarding children from Year 3 and up:

**YELLOW SIGNATURES:** These are awarded by teachers to recognise good or improved academic work. A maximum of two signatures may be given in one lesson. A child receiving ten yellow signatures will receive a Yellow Card, which counts as 10 points towards the House Cup. A full yellow card may only be given for a special event with prior consent from the Deputy Head or Head of Primary.

**BLUE SIGNATURES:** These are given to pupils for demonstrating Haileybury Habits. A maximum of two signatures may be given in one lesson. A child receiving ten blue signatures will receive a Blue Card. A full blue card may only be given for a special event with prior consent from the Deputy Head or Head of Primary. Blue Cards are less commonly awarded than Yellow Cards, so count as 20 points towards the House Cup.

All cards are signed by both the Headmaster and the Head of House and should then be collected from the Deputies so cards can be taken home. Blue and yellow signatures are recorded in a child's planner, so parents can see how many their child has received.

Each term there is a reward trip or event for pupils who have earned at least six blue or yellow cards in KS2 or done well in the AAA award scheme in Yr7-Yr9.

## Discipline

We have few disciplinary problems and most of them are dealt with at a low level. Children who have broken the school's code of behaviour will generally be spoken to in the first instance by their class teacher or form tutor. This may or may not be formally recorded on SIMS (the school's management information service). Staff may refer a problem to the relevant Head of Key Stage if a child's behaviour does not improve after a warning or for more serious misdemeanours. Staff will make a written record of conversations held with pupils about more serious matters and this will be held on the pupil's file. Parents will usually only be informed if a child's behaviour has been particularly poor or if a pattern of unacceptable behaviour is developing.



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Serious breaches of school rules or repeated poor behaviour will be referred to the Deputy Head and she will decide if the Headmaster needs to become involved. Matters referred to the Headmaster are likely to result in more serious punishments. If the Headmaster or Deputy Head are involved, parents are usually asked to come into school to discuss the problem. They may be asked to come in at other times, especially if their child is developing a pattern of behaviour which is causing concern, whether this be related to academic work or more generally.

Showing disrespect to any member of the school community, bullying, violent conduct and wilfully damaging property are never acceptable and any pupil guilty of this kind of behaviour can expect the consequences to be serious.

In Kindergarten we do not accept pupils hitting or biting staff or other children. The parents of children who behave in this way will be contacted and asked to take their children home. Children of this age and in KS1 and KS2 may lose the right to go out at playtime if they behave unacceptably.

## Sanctions

Low level sanctions are administered by individual staff. More serious sanctions are generally only given after consultation with senior staff.

**Time out:** If a child in KS1 or Kindergarten demonstrates unacceptable behaviour the staff or teacher in charge will ask the child to take time out of the lesson or activity. This allows the child to reflect on their behaviour and understand the consequences of that behaviour. Time out may be 1-5 minutes.

**Pink signature:** May be issued to pupils in Key Stage 2 and above by a member of staff for poor behaviour. A pupil receiving 5 pink signatures will automatically be put on a report card. A pupil receiving 10 pink signatures will receive a Pink Card, which means the loss of twenty points from the House of the pupil in question. (S)he will also be put in school detention. Parents will be informed when a Pink Card is issued. Pink signatures are only given for poor behaviour, but not for poor work. These are recorded in a pupil's homework diary.

**Detention:** Can be given by any member of staff, with the approval of the Head of Key Stage, for offences such as disruptive behaviour, lack of respect or the use of bad language. Detentions will take place after school, starting at 4.00pm and lasting one hour. Parents/Guardians will be given a minimum of 24 hours' notice about a detention, which will take priority over other activities.

**Community Service:** A pupil may spend time helping within the school community.



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**Contract:** Pupils sign a written contract regarding their future behaviour in which they agree to address problems which lesser measures have not been able to solve.

**Report Card:** This is given to a pupil by a Head of Key Stage or either Deputy Head to take to lessons so that staff can comment on the aspects of behaviour which are giving concern. A report card might also be used to monitor academic concerns.

**Internal Suspension:** A pupil is removed from normal activities for a period of time at the Headmaster's discretion and works under supervision apart from the rest of the year group.

**Temporary exclusion:** A pupil is sent home for a period of time at the Headmaster's discretion.

**Permanent exclusion:** For very serious offences or following written warnings by the Headmaster to parents, a pupil may be asked to leave the school. The school reserves the right to permanently exclude pupils without prior warning. The decision to exclude will not be taken by the Headmaster without consultation with the Chairman of Governors.

Pupil who fail tests or do not complete homework satisfactorily are placed in 'catch up', which takes place daily at lunchtime, supervised by a senior member of staff.

All disciplinary matters are judged on their own merit and the school reserves the right to use any of the above sanctions dependent on the individual circumstances.

## Recording

Blue, yellow and pink cards are automatically recorded on a pupil's SIMS record. Instances of good or poor conduct may also be recorded at the discretion of individual staff. Serious disciplinary offences are always recorded.