

## **JUNIOR HOUSE BEHAVIOUR POLICY including EYFS DURHAM HIGH SCHOOL**

*This policy should be read in conjunction with: Junior House Anti- Bullying Policy, Child Protection and Safeguarding Policy, Health and Safety Policy,*

All staff, volunteers and girls should familiarise themselves with this behaviour policy. An Assembly on Behaviour and what is expected in Junior House takes place at the beginning of the academic year for all girls from Reception upwards, and is led by the Head of Junior House. Staff and volunteers will be informed of this policy when appointed or starting their voluntary work in school.

The policy applies to all girls in EYFS and also to girls in Out of Hours Care, both before and after school.

The starting point for this policy is the first school aim that Durham High School should be a community based on Christian values where every individual counts and where we all try to put the needs of others before our own.

Junior House operates a Code of Conduct which was drawn up after extensive discussion with girls and applies to all who work within the school community. It underpins our work and relationships with each other.

*In the spirit of 'Every Child Matters':*

We acknowledge that it is the right of every child to be helped to be healthy and safe, to enjoy and achieve, and to make a positive contribution to the community.

We recognise that staff, girls and parents have a duty to maintain an environment where everyone can work in physical and emotional security, free from the negative effects of unacceptable or anti-social behaviour.

### **Early Years Foundation Stage**

We acknowledge and support the Early Years Foundation Stage framework. We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. It is the Foundation Stage Coordinator's responsibility to be in charge of all behaviour matters in the EYFS and to be the named person in the setting. The EYFS Coordinator will inform the Head of Junior House of any serious concerns with behaviour.

### **Junior House operates a Code of Conduct which applies to all the girls:**

- Show respect, care and consideration to others.
- Be polite and helpful to others at all times.
- Always look their best in their uniform and be proud to wear it.  
(All items should be named)
- Always try their best at work.
- Look after their belongings and respect other people's property.
- Keep Junior House clean and tidy.

- Be good ambassadors outside school (travelling to and from school, visits, trips and sports matches).
- Move around School carefully and sensibly.
- No jewellery or nail varnish brought into School.
- Hair tied back or worn with a hair band.

Girls are encouraged not to bring precious toys into school.

Many of the above points are reinforced through the PSHE curriculum, Circle time and Assemblies. Staff remind and positively encourage the girls whenever appropriate. All the girls and parents are aware of the Code of Conduct.

Each class/year group in Junior House produces their own agreed Classroom Charter, which states expectations and rules for their classroom. These are displayed in each classroom.

In addition to the Code of Conduct, there are some in-house rules which are up-dated from time to time:

- no chewing gum in school;
- out of bounds rules must be adhered to;
- girls should not take other pupils' belongings without permission;
- all members of the school community should walk in a considerate manner and not run;
- girls should be outside at break and lunch times unless involved in an activity or the weather is inclement.

Girls should at all times be encouraged in self-discipline. They should feel that the school expects them to behave in a polite and sensible manner and that the responsibility for doing so is theirs. Girls are also required to raise a hand to gain attention in class and to listen when a teacher is speaking and follow instructions. We praise and reward positive behaviour.

Mobile phones: If a mobile phone or smart watch is brought into school, they need to be handed to the form teacher immediately to be kept safe during the day, while the girl is in school. If a girl participates in an 'Away' sporting fixture, the phone/watch will be returned to the girl. Photographs/videos must not be taken in school by any girl when their phone is returned, or, when travelling to or from sporting fixtures.

### **Rewards for Good Behaviour**

- 1) Staff will verbally praise the girls when they observe behaviour in keeping with the school Code of Conduct. Immediate teacher approval often comes with smiles - stickers will be used in EYFS and KS1.
- 2) House Points are awarded in Junior House to recognise continued effort to keep to the Code of Conduct, an independent act that displays any of the above or effort/progress in work.
- 3) A school House Point stamp is used in children's workbooks for effort and attainment.
- 4) Each week the girl scoring the highest number of House Points is celebrated in their classes and again in the Monday Celebration Assembly, when they stand up to be applauded. Photographs of KS1 and Foundation Stage winners (Reception) are displayed in the foyer of the Walters Building and for KS2 in the entrance corridor to Junior House.
- 5) If a girl receives the most House Points on more than five occasions in one term, the Head of Junior House will present a certificate of merit in assembly.
- 6) Any girl awarded a Head Teacher's Award will be entered into the Head Teacher's Award Book.

## **Sanctions for Poor Behaviour**

It is important that the girls acknowledge and accept the consequences of their actions. Therefore, if the girls choose not to keep our Code of Conduct they will be given the following sanctions:

- 1) The first time a teacher observes inappropriate behaviour they will explain that their behaviour is not acceptable and explain how to improve.
- 2) If the inappropriate behaviour continues the teacher will remove the girl from the situation for a short period of time. In the EYFS and KS1, it may be necessary to move a girl closer to the teacher. If appropriate, (dependent upon age and severity of misbehaviour), a de-merit will be recorded on the class chart.
- 3) If a girl is given 2 de-merits or more in a week the class teacher will inform the Head of Junior House.
- 4) If a girl is continually given de-merits, the Head of Junior House will contact parents to come into school to discuss the issue.
- 5) A CPOMs incident should immediately be recorded and any relevant staff alerted. The Headmistress of Junior House should always be alerted on CPOMs to any incidences of poor behaviour logged.

We acknowledge that girls with some special educational needs or disabilities can find it hard to behave in an appropriate manner. Such girls are considered on an individual basis according to their needs and staff are given strategies by the SENCO and/or external agencies where appropriate, to manage behaviour. Form Teachers and the Head of Junior House can give additional in-school support if required.

Corporal punishment is not used or threatened at Durham High School.

Physical intervention shall only be used to prevent immediate danger or personal injury. Parents will be informed on the same day if this happens or as soon as reasonably practicable and a CPOMs incident will be recorded.

## **More Serious Incidents**

For offences deemed to be more serious, the girl(s) will be taken to the Head of Junior House who will then inform the parents and the Headmistress immediately.

Following discussion with parents and, at the discretion of the Headmistress and the Head of Junior House, it may be necessary for further sanctions to be put in place. These would be discussed and applied on an individual basis depending upon the severity of the incident.

A file regarding serious incidents is kept in the Junior Head's office.

## **Suspension and Exclusions**

Suspensions and exclusions are very rare and would result from offences such as stealing or serious bullying or from a very serious incident which constitute unacceptable behaviour. The Headmistress consults with the Chair of Governors and the Senior Leadership Team before any permanent exclusion takes place.

(cf Sections 8.11, 8.16 and 8.17 of the Parents' 'Terms and Conditions Handbook' for information about Governors' Review if parents wish to challenge the Headmistress's decision to exclude a pupil permanently.)

## **Pupils with SEND**

In line with the 'Equality Act, 2010', reasonable adjustments will be made when dealing with incidents of misbehaviour, as and when necessary, for girls with special educational needs or disabilities.

**Managing Pupils' Transition**

A Girl's file is transferred from class teacher to class teacher and a full handover occurs before the start of the next academic year. Similar handovers will take place when girls move between Key Stages (e.g. Years 2 to 3). These discussions include any concerns regarding behaviour or pupils who have been victims of other girls' misbehaviour. Girls' files are also transferred from Junior House to Senior House and a full pastoral handover occurs in the Summer Term when Year 6 Form Teachers discuss individual pupils with the Head of Year 7.

For pupils who join Durham High School from another school, a reference is always sought from the previous school and a request is made for comments about a pupil's standard of behaviour and academic problems as well as pastoral issues.

*Autumn 2019*