



**MALTMAN'S GREEN**  
SCHOOL

# Behaviour Policy

**This policy also applies to the EYFS**

## Related documents

Safeguarding and Child Protection Policy and Procedures  
Anti-Bullying Policy  
Exclusions Policy  
Equal Opportunities and Anti-Prejudicial Discrimination Policy  
Special Educational Needs and Disability Policy  
E-Safety Policy

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## 1 Introduction

This policy has been drawn up with due regard to the DfE's Behaviour and Discipline in Schools (2016) and the Behaviour in Schools Guidance (2024). It should be read in conjunction with the Anti-Bullying Policy and the Exclusions Policy. It also applies to pupils in the EYFS.

Good behaviour in school is central to a good education. Schools need to manage behaviour well so that they can provide calm, safe and supportive environments which children and young people want to attend and where they can learn and thrive. Being taught how to behave well and appropriately within the context they are in is vital for pupils to achieve personally.

Our intention in setting standards of behaviour and discipline is to enable each pupil to know what is expected in being a thoughtful, responsible member of the community. We do this through the ethos of example and support which encourages and rewards the right choices, rather than using punishment, blame or humiliation, ensuring that girls learn positively from the experience.

It is therefore very important for staff to model the behaviour we expect, by being seen to be inclusive, respectful and thoughtful towards the girls. The Maltman's Mindsets are based on the attitudes and values we wish to engender, rather than on a list of prohibitions and has been formulated through a pupil and staff consultation undertaken by the School Council.

## 2 Promoting Good Behaviour

Discipline is the system and ethos which aims to cultivate in our pupils an acceptance and recognition of responsibility for their own decisions and actions, and for their consequences. In addition to the Maltman's Mindsets, the School has a set of 'Golden Rules' (see appendix 1) which are displayed in classrooms for all age groups across the School. Teachers regularly refer to these and use them throughout PSHE and PSED lessons and other strands of learning. The children's commitment to these rules in Little Malties, Nursery and Reception is evidenced by them marking them with their handprint, at the start of the academic year. Teachers of pupils in Y1-6, also promote the 'Maltman's Green School Code of Good Behaviour' (see appendix 2), which is displayed in classrooms throughout the School. Pupils and their parents sign a copy of this at the start of the academic year in their planners. Together, the Golden Rules and Code of Good Behaviour are based on respecting each other and the environment using a positive discipline approach. All children are treated with respect, and unacceptable behaviour is dealt with according to the specific situation, imposing sanctions if necessary.

**The aims of our system of rewards and sanctions at Maltman's Green School is to:**

- develop self-discipline in pupils;
- create the conditions for an orderly community, in which effective learning can take place and in which there is mutual respect between all members;
- create a happy, safe and stimulating environment;
- enable pupils to develop the social and emotional skills needed to believe in themselves, show consideration for others and value diversity; and
- promote good behaviour, promote kindness and prevent bullying.

Bad behaviour is conduct which is actually or potentially harmful to, or to the detriment of, the individual, the School community or property.

At Maltman's Green the aims mentioned are best achieved in the framework of a relaxed, happy atmosphere, in which pupils are able to give of their best and are encouraged towards good attitudes through rewards, praise and setting a good example.

### 3 Implementing the Behaviour Code

Pupils are more likely to accept a school's code of behaviour:

- if it is clearly understood,
- if it is consistently applied, and
- if it is shown to be reasonable, sensible and effective.

There must be consistency of attitude and expectation from the Staff who should accept the rules and be aware of the need for standardised implementation.

Due consideration will always be given to an individual's personal circumstances and reasonable adjustments by way of additional support, will be made to accommodate any special emotional needs, educational needs or protected characteristics.

Guidance on discipline at Maltman's Green is given very much with the children's safety and health in mind. The School site is large and in order to ensure that accidents are minimised and that the facilities are cared for, basic restrictions are imposed regarding movement around the School.

There may be written or verbal guidelines, frequently and consistently reinforced, on how to behave in the School and in the grounds in such a way that they will not endanger their own or another person's safety. These are stressed to the girls in Morning Assembly and communicated to the parents.

All children are expected to act with thought and consideration for others. A good standard of manners and personal appearance are encouraged as a reflection of self-pride and respect for others.

#### **The Maltman's Mindsets;**

- Perseverance
- Collaboration
- Independence
- Empathy
- Reflection
- Respect

Staff and pupils are encouraged to apply these mind-sets, together with the Golden Rules and Maltman's Guide to Good Behaviour, to a variety of situations in order to create a successful learning environment. For example, if a pupil talks over a member of staff during a lesson, they will be reminded about being "Respectful" rather than being commanded to "stop talking". If a girl shows unkindness to another, they will be reminded to carry out a moment of "Reflection" and to show "Empathy" with the aim that these nurtures pupils developing the correct behaviour.

This approach helps promote positive behaviour and will be stressed to the girls in assemblies, tutor time, and in lessons.

Other areas of the School may have rules specific to them for the health and safety of the girls. These will be displayed in the area where they apply, for example in the Science Laboratory or Dining Room.

The Form Teacher is the front-line member of staff who has responsibility for the pastoral care of pupils. Form Teachers sort out immediate problems the girls may have with regard to the School day. In addition, there are some extended form times and a dedicated weekly PSHE lesson or PSED time which can be used for more directed attention to either individuals or the class as a whole.

Parents should contact the class/ form teacher in the first instance regarding routine matters and any concerns they may have.

In Pre-Prep (Little Malties to Year 2 inclusive) pastoral care is overseen and managed by the Head of Pre-prep. In Prep (Years 3-6) the Heads of Years 3 and 4 and Years 5 and 6 share this role, overseen by the Deputy Head Pastoral.

The School has high expectations and standards and drives the child centred ethos at Maltman's Green. It applies to all pupils in school, on educational visits and when representing the School. We expect pupils, staff, parents and governors to work together to achieve the highest standards of behaviour.

## 4 Staff/Pupil Relationships

The attitude of *all* the staff is of great importance and we follow a whole school approach to promoting good behaviour. It is they who determine the environment in which good staff/pupil relationships can develop. They are expected to set the right example to pupils in matters of dress, punctuality and commitment. They should consider themselves responsible at all times for the behaviour of pupils within sight or sound of them.

Equally, there is an expectation that pupils show the staff respect. Pupils who are found to have made malicious accusations against staff will be subject to a disciplinary process which could range from a meeting with the Headmistress, contact with parents, to temporary or permanent exclusion, depending on the severity of the misdemeanour.

### **Possible reasons for misbehaviour:**

- boredom,
- lack of understanding,
- lack of progress,
- breakdown of relationships in school,
- personal problems outside school.

At Maltman's Green we recognise the above-mentioned reasons for poor behaviour and so provide a curriculum that is inspiring and motivating, both inside and outside of the classroom. Strong links have been developed with both families and the local safeguarding team and pupils are taught explicitly what good behaviour looks like. Some pupils will need additional support to reach the required standard of behaviour. There is an effective Pastoral Support system and individual support plans for girls with specific behavioural difficulties, provided by the Learning Support team. Maltman's Green aims to execute its duties under

the Equalities Act 2010 to make adjustments to accommodate pupils with special educational needs and/or disabilities to support them with their behaviour. If any reasonable adjustments for an individual child are deemed necessary, this is explored on an individual basis and discussed and agreed with parents and our Head of Learning Support during either the initial drawing up of a pupil plan, the termly review or as and when incidents of misbehaviour occur. Maltman's Green School clearly and explicitly forbids the expression, whether spoken or written, of discrimination on the grounds of racial, religious, cultural, sexual/sexist, homophobic, special educational needs and disability.

In the case of bullying, please refer to the School's Anti-Bullying Policy.

## 5 The Role of Staff

All members of staff coming into contact with the girls work closely with the Form Teacher in matters of discipline, rewards and sanctions.

Any inappropriate or unacceptable behaviour is dealt with immediately by the member of staff who witnesses it, by speaking to the individual pupil. Any major or unusual breaches of discipline should be referred directly to Phase Leaders, or the Deputy Head Pastoral.

All safeguarding concerns should be reported in the first instance to the relevant Designated Person as detailed below.

### **Our safeguarding team is:**

#### **Designated Safeguarding Lead (DSL):**

Name: Rachel Gaynor

#### **Deputy Designated Safeguarding Lead (DDSL), with responsibility for Early Years:**

Name: Lynn Pearce

#### **Deputy Designated Safeguarding Lead (DDSL), with responsibility for Little Malties:**

Name: Debbie Thompson

#### **Deputy Designated Safeguarding Lead (DDSL), with responsibility for Little Malties:**

Name: Laura Draper

#### **Deputy Designated Safeguarding Lead (DDSL), with responsibility for Little Malties:**

Name: Charmine May

#### **Deputy Designated Safeguarding Lead (DDSL) for KS1:**

Name: Emma Button

**Deputy Designated Safeguarding Lead (DDSL) for KS2:**

Name: Paul Kalyan

**Deputy Designated Safeguarding Lead (DDSL) for KS2:**

Name: Tim Paramour

**Deputy Designated Safeguarding Lead (DDSL) for KS2:**

Name: Catherine Dass

**Deputy Designated Safeguarding Lead (DDSL) for KS2:**

Name: Elizabeth Ullstein

**Deputy Designated Safeguarding Lead (DDSL) for KS2:**

Name: Lindsay Pollicott

**Safeguarding Governor:**

Name: Katie Paynter

## 6 Procedures

### 6.1 Rewards

In any behaviour system the emphasis should always be on a positive approach of encouragement and praise, rather than one of criticism and punishment. In any case, criticism should always include advice on how to improve and should be constructive in its approach.

**Praise is given in many ways at Maltman's Green:**

- Verbal praise from any member of the School staff.
- Written comments on individual pieces of work.
- Headmistress' Commendation.
- Malt's Favourite award.
- Head's Break: A child from each class on a rotation basis is chosen to share their outstanding work with the Headmistress during her morning break. The children are invited to the Headmistress' office for refreshments and a chance to talk about the wonderful work they are doing in class. They will also receive a sticker to mark the occasion.
- Announcements in assemblies which celebrate success and achievements in and out of school such as in local and national competitions.
- Thumbs-up Badges, Class Termly Kindness Cups, Star Badges, Accelerated Reader certificates, the Maltman's Maths Multiplier certificates and other awards formally presented at assembly.
- Golden Time: Each week, children across Nursery –Year 2 inclusive have at least 35 minutes of allocated 'Golden Time'.
- Pupil Leadership Roles: Children across a range of age groups are chosen to provide leadership role models, demonstrate good behaviour and carry out duties

across the School. These roles include Head and Deputy Heads of School, House Captains, Form Captains, Librarians, Prefects, Sports Captains, Digital Leaders and School Council and Eco Council Representatives.

- Postcards Home: The Heads of Subjects coordinate postcards being sent home to girls for excellent work and outstanding effort in their subject areas, with a personalised message to the pupil praising her success.
- On school reports for academic achievement, effort and progress, or perseverance and attitude.
- Annual Prize Giving awards.
- Formal recognition in the Head's weekly bulletin message.
- Newsletters and local newspaper articles.
- A system of pluses in the Prep School to acknowledge good work, conduct, effort, citizenship or care for the environment, and following the Maltman's Mindsets and Guide to Good Behaviour (see below).
- The star and House system in the Pre-Prep (see below).

### *6.1.1 House points in The Pre-Prep for Reception to Year 2 inclusive*

When girls join the Pre-Prep school from Reception, they are assigned to one of four Houses. These are named after women in history who have had a significant impact on society and who, for different reasons, can be considered significant role models for the girls. Each House has been allocated a colour:

- **Potter**            Orange
- **Ennis-Hill**        Pink
- **Sharman**          Aqua
- **Windsor**          Purple

House points can be awarded in class for excellent effort, work and conduct that meets or exceeds The Golden Rules. Girls are awarded a token when given a House point and these are added to a running total for each House. Tokens are placed in a class holder and each week are added to the main holder. At the end of each term the tokens are added for each House and a trophy is awarded to the House with the most tokens.

There are special gold tokens (worth 10 House points) that can only be awarded by the Headmistress and Deputies for outstanding work or behaviour.

As well as the House tokens, each girl is given a star sticker to place on their own chart. After completing a chart, the girl will receive their star certificate and badge. Girls receive their star award when they have gained the following number of House points:

- 25 House points = 1 star award
- 50 House points = 2 star award
- 75 House points = 3 star award

### *6.1.2 Pluses in the Prep School (Years 3-6)*

When girls join the prep school from Year 3, they are assigned to a new House. There are four different Houses. These are also named after women in history who have had a significant impact on society and who, for different reasons, can be considered significant role models for the girls. Each House is again allocated a colour and has an

appropriately coloured notice board for House Information, outside the Dining Room.  
The Houses are:

- **Aylward**      Blue
- **Bronte**        Red
- **Johnson**     Yellow
- **Pankhurst**    Green

Girls can gain 'pluses' for their House and the practice of staff giving these are all part of our daily approach to promoting positive behaviour and celebrating success. Girls who contribute positively to the School are rewarded and their efforts can be appreciated, not just for academic success. This encourages a sense of community.

Pluses can be given for a variety of different reasons. They may be awarded for an exceptional piece of work or behaviour or work over a sustained period of time, but also for going beyond our Golden Rules and Guide to good Behaviour or for demonstrating the Maltman's Mindsets and other important values. All pluses are equal in value and contribute to the individual girl's House.

**Perseverance:**

Given for working hard, even when a task is challenging.

Given for willingness to improve a piece of work or task.

**Collaboration:**

Given for working well in a group and playing a useful role.

Given for listening to others, including and building on their ideas.

**Empathy:**

Given for putting yourself in other people's shoes and understanding how they are feeling.

**Independence:**

Given for working well on your own.

Given for being organised, resourceful and planning ahead.

Given for setting yourself goals and deciding on how to achieve them.

**Respect:**

Given for treating people well, even if they are different from you, or disagree with you.

**Reflection:**

Given for thinking about what went well, what you could improve on and what this means for you in the future.

**Citizenship:**

Given for an exceptional act for the good of the School community.

Given for an exceptional act for the good of the wider community.

Given for sustained commitment to a position of responsibility.

**Sustainability:**

Given for an act of commitment to sustainability.

Given for sustained commitment to improving the environment.

**Friendliness:**

Given for being friendly, kind and considerate, especially with a wide group of other pupils.

Similar to the star system operating in the pre-prep, at the start of each academic year, the girls start at zero at the beginning of the academic year. Pluses gained are added to a running total for each House as well as accumulate for individual girls over the course of the academic year. Girls receive their star badges when they have gained the following number of pluses:

- 25 – Bronze (1 Star)
- 75 – Silver (2 Stars)
- 150 – Gold (3 Stars)
- 250 – Purple (4 Stars)

When the girls reach 250 pluses they receive a Certificate to be presented in assembly.

In addition, the importance of being kind is celebrated with the award of a 'Kindness Cup' at the end of each term for one class in the pre-prep and one in the prep section of the school. 'Thumbs Up' badges are also awarded to pupils on a termly basis, praising girls for going the extra mile and being kindly, helpful individual members of our school community.

## 7 Mobile Phones

### 7.1 Children's use of personal mobile and electronic devices

The school prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks, or a smart watch, or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.

Children are not permitted to bring a mobile phone or any other electronic devices with imaging and sharing capabilities into School (meaning that they would not be able to access 3G/4G/5G services). Smart watches are also not permitted in School.

The school does not have a Bring Your Own Device (BYOD) scheme to facilitate the use of laptops or tablets for learning, meaning there is no requirement for pupils to bring such devices into school.

#### 7.1.1 *Expectations for Pupils*

Our pupils have never been permitted to bring a mobile phone or any other electronic devices with imaging and sharing capabilities into School. However, we still teach pupils how to stay safe online, including how their information and data can be shared and how to consider the effects of their online actions. During Current Affairs lessons in the autumn term of Year 5, pupils study a BBC news story about mobile phone use and then draw up a code for messaging etiquette and use of their personal devices at home. Pupils are regularly taught online safety during their specialist Computing lessons from Reception to Year 6, and the school has a themed Online Safety week each February, led by our Head of Digital Learning. Pupils are also reminded and taught the benefits of having a device or mobile phone-free environment sometimes at home, and are encouraged to see such an environment as desirable and valuable.

### 7.1.2 *The use of Sanctions*

If the school needs to we will confiscate mobile phones or similar devices as a sanction where our policy is clearly breached, for instance where a mobile phone is used by a pupil or is heard ringing in a pupil's bag. In considering whether a confiscation is a proportionate penalty, the school will consider what outcome the confiscation is intended to achieve and whether there are other ways to achieve the same outcome, as well as the pupil's individual circumstances such as age and SEND.

#### Searching Pupils

The Headmistress, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item, which includes a mobile phone or any other electronic devices with imaging and sharing capabilities as set out in legislation. In these circumstances, staff will refer to the searching, screening and confiscation in schools guidance regarding searching a pupil.

### 7.1.3 *Adaptations and reasonable adjustments*

There may be other exceptional circumstances where the school may consider making adaptations to our policy for specific pupils.

We have a duty under the Equality Act 2010 to take such steps as is reasonable to avoid substantial disadvantage to a disabled pupil caused by the school's policies or practices. Allowing a disabled pupil access to their mobile phone during the school day, where it is necessary due to the nature of their disability, may be considered a reasonable adjustment.

The school is also committed to supporting pupils with medical conditions, and in these circumstances will refer to the statutory guidance supporting pupils with medical conditions at school. The school recognises that in some circumstances, supporting a pupil with their medical condition can involve the use of a mobile phone. For example, pupils with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels. Where mobile phone use allows pupils to manage their medical condition effectively, the School will enable this.

Beyond these specific duties, we recognise that a need for mobile phone access for some pupils may depend on their individual circumstances, including at home and will consider each need on a case-by-case basis, consulting other school policies if necessary.

However, allowing flexibility for individual pupils does not mean that these pupils should be exempt from all restrictions on the use of their mobile phone, and in these circumstances, we will develop practices which enable pupils to use their mobile phone for a specific purpose at specific times and locations, for example in a senior member of staff's office.

### 7.1.4 *Children Who Walk To School*

Children in Year 6 who have written permission to walk to/from School from their parents, may bring a mobile phone to School if written permission is obtained from the Headmistress in advance. However, in these circumstances the phone must be

handed to the School Office immediately on arrival and can only be collected by the child at the end of the School day.

### *7.1.5 The use of mobile phones outside the school day*

Pupils are not permitted to take a mobile phone on any trips or residential. Staff always take with them during any off-site trip/residential at least one designated School Trip Mobile Phone, which is to be used by staff members either if they need to contact another member of staff in a different group during the trip/residential, or in an emergency situation. PE staff have their own School Mobile Phone which is taken on all fixtures.

The school reserves the right to check the contents of the mobile phones or other electronic device with imaging and sharing capabilities of any staff who may have used such items on the School site at any time. These staff are made aware of our procedures.

## **7.2 Staff use of mobile and other electronic devices with imaging and sharing capabilities**

The School recognises that ownership and use of mobile technology (Tablets, e-readers and other electronic devices) is increasing rapidly and we are happy to allow the use of this technology in School. The following applies when using mobile technologies:

- Members of staff are allowed to bring their personal mobile and other electronic devices with imaging and sharing capabilities into School. However, staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day, and can only use their devices in the designated areas authorised by the SLT, or in an area where no children are present.
- The school does not use any online systems to issue homework or issue rewards and sanctions, but the school recognises that there may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to use multi-factor authentication.
- All members of School staff must not use their mobile/electronic devices with imaging and sharing capabilities for personal use in the Early Years Foundation Stage.
- They must only use and take pictures of pupils on School devices and the pictures that they take must remain in School and be deleted once used.
- Some members of staff have mobile phones for work use e.g. members of the SLT and caretakers (for making and receiving work calls) and peripatetic teachers will have to take registers using a paper register. They can use an iPod or a school iPad, but not their mobile phone or other electronic device with imaging and sharing capabilities. The school reserves the right to check the contents of the mobile phones or other electronic device with imaging and sharing capabilities of any staff who may have used such items on the School site at any time. These staff are made aware of our procedures.
- As they sign in, visitors and volunteers are also requested to turn off their mobile phones or other electronic devices with imaging and sharing capabilities and to store them out of view from the children.
- We have signs around our School indicating that we are mobile phone free site. Our staff support and fully understand. Furthermore, we strongly encourage all visitors to

refrain from mobile phone or other electronic device with imaging and sharing capabilities use on site. Staff are encouraged to challenge the use of unregulated mobile phone or electronic device with imaging and sharing capabilities use.

- In the case of an event, we discourage filming or photography by parents of their children during the event/performance, and we explain to parents that any photographs/film taken before or afterwards on the School site must not be shared on social media.

A summary of our mobile phone policy can also be found in our **E-Safety Policy**, the Staff Handbook and Code of Conduct, the whole School **Safeguarding and Child Protection Policy and Procedures**.

## 8 Managing Behaviour

Where the behaviour of a pupil is giving cause for concern it is important that all those working with the child in school are aware of those concerns, and of the steps which are being taken in response to the behaviour. An effective way to communicate this is at the weekly school staff meetings. The key professional in this communication process is the class teacher or form teacher, who has the initial responsibility for the child's welfare. Early warning of concerns should be communicated to a Phase Leader, so that strategies can be discussed and agreed before more formal steps are required. The following outline a range of strategies in use in school to promote desirable behaviour:

- changes in classroom organisation, seating, etc;
- using additional classroom resources and equipment;
- setting small and achievable targets;
- short periods of supervised time for personal reflection;
- use of certificates for positive qualities;
- acclaiming good behaviour when it is seen in class;
- involving parents at an early stage to make an action plan together;
- referral to CAMHS and/or educational psychology services;
- referral for family support and/or therapy to help the pupil and family better understand and manage behaviour; and
- behaviour log – monitoring patterns of behaviour and effective strategies to support individuals.

The teacher generally deals with minor incidences of unacceptable behaviour in a caring, supportive and fair manner. A girl's individual needs will always be considered carefully. However, if there is an occurrence of unacceptable behaviour, it will be discussed to ensure the child understands the boundaries and what is expected of them.

We consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow our Safeguarding and Child Protection Policy and Procedures and refer the conduct to the DSL for advice and support before determining any sanction. We also consider whether continuing disruptive behaviour might be the result of unmet educational or other need. At this point, we will consider whether a multi-agency assessment is necessary.

Adults make it clear that the issue is with the child's unacceptable behaviour, not with the child personally. They use private, not public, reprimands, so that if a sanction is applied the child can make a fresh start. Corporal punishment (or the threat of corporal punishment) will not be used in any circumstances and to do so is illegal.

Parents will be involved at the earliest stage if problems are persistent or recurring.

It is acceptable to restrain a child if they are a danger to themselves or others.

Any sanction must be reasonable in all the circumstances and account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them. Sanctions for minor incidences of unacceptable behaviour may include the following:

- Verbal warnings from the teacher when appropriate behaviour is not being demonstrated.
- Spending some time in a parallel class to complete work set.
- In Reception to Year 2: withdrawal of some Golden Time, but the child should never lose this completely.
- Loss of some break time to complete work, but the child should never lose this completely.
- Referral to a member of the Leadership Team to discuss the unacceptable behaviour with the pupil concerned.
- Discussion with the parents/carers – either informally at collection time or at a pre-arranged meeting. These meetings would initially be with the class/form teacher and then with the phase leader and a member of the Senior Leadership Team at a later point if required.
- Individually created behaviour charts which are used on a daily basis as a way of communicating between home and school. These are monitored by the class/ form teacher and a member of the Leadership Team and discussed with parents/carers on a daily basis. In situations of persistent and ongoing unacceptable behaviour a member of the Leadership Team would meet with parents to discuss options.

School staff can search a pupil for any item if the pupil agrees. The Headmistress and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- knives or weapons,
- alcohol,
- illegal drugs,
- stolen items,
- tobacco and cigarette papers,
- fireworks,
- mobile phones, smart watches and any devices with sharing and imaging capabilities
- pornographic images, and
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
  - to commit an offence, or
  - to cause personal injury to, or damage to the property of, any person (including the pupil).

The Headmistress and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

For further information, please refer to [Searching, screening and confiscation \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/2015-09-01) and [Behaviour in schools guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/2015-09-01)

## 8.1 Behaviour Marks in Years 4-6

'Behaviour Marks' may be given for more serious incidences of unacceptable behaviour in Years 4-6.

Non completion of homework without a valid excuse may be an occasion which can result in a behaviour mark (although not exclusively so). This will be enforced from the start of the spring term of Year 4.

In this case, teachers give a warning and further 48 hours to complete homework. Teachers then write in the pupil's prep diary. Further non-completion of homework without a valid excuse means a 'mark' is to be given and recorded on the behaviour log held electronically in the staff shared area as described above.

If three Behaviour Marks are given in any half-term period, this will result in a 30 minute detention with the Headmistress/Deputy Head Pastoral or Academic. Parents will be notified by a letter sent home. Detailed accounts of poor behaviour will be recorded electronically on the Behaviour Log and a member of the Leadership Team notified in order for patterns to be identified and support systems put in place.

Other sanctions that could be applied in exceptional circumstances and are administered by a member of the Senior Leadership team include:

- Temporary use of a 'conduct card' overseen by the form teacher. Targets are very specific and phrased with an emphasis on the 'positive'. The conduct card is reviewed on a daily basis by a member of the SLT. The 'conduct card' is kept in the pupil's file when it is completed.
- Removal from sports team/orchestra/performance/position of responsibility.
- Referral to the Headmistress.
- Headmistress's/Deputy Head Pastoral or Academic's detention on a specific morning at specific time. Parents are to be informed in writing that their daughter is in detention, clearly stating the reasons. Parents will be informed on the letter of the arrangements for drop off. They will be given at least 24 hours' notice. The letter will be placed on file as a record.
- Internal suspension / suspension / expulsion – see section below.

It should be noted that, in most cases, the School's sanctions are used in a hierarchical manner. Where cases of serious misbehaviour are evident, such as but not limited to physical aggression, deliberate damage to property, stealing, leaving school premises without permission, severe and persistent bullying, verbal abuse and persistent disruptive behaviour in class, the Headmistress reserves the right to use any sanction, including suspension and expulsion, without first using lower-order strategies.

## 8.2 Suspension and Exclusion

The Headmistress reserves the right to suspend and expel pupils from the School. Suspension and expulsion will be dealt with in accordance with our Exclusions Policy.

**The following principles will be applied when looking into any unacceptable behaviour;**

- Every case will be investigated and dealt with according to individual circumstances.
- Every case will be dealt with fairly, and action recorded on the Behaviour Log (as soon as is reasonably practicable).
- When appropriate, the member of staff dealing with the unacceptable behaviour will feedback to the pupil's class teacher/form teacher as well as recording any actions taken on the Behaviour Log.
- Any action taken must be proportionate. (In determining whether an action is reasonable, Section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all circumstance and that account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them).
- Through its action the School hopes to bring about improvement in behaviour. Discretion will be applied to each case in the hope of effecting change.
- The School accepts that the mental health of some pupils is affected from time to time by their personal circumstances and during times of stress allowance will be given in mitigation. The School must be alert to such instances.
- We can do much to foster the emotional well-being of our pupils, and to be of immediate and practical help to them when problems arise.

*(The World Health Organisation defines mental health as "a state of well-being in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community." When children don't feel good about themselves, don't enjoy relationships, don't learn confidently and overcome difficulties; when they are overwhelmed by misery, anger or fear then problems arise. YoungMinds: the children's mental health charity.)*

- Girls and their parents will be given reasonable explanations when they behave in a way that is not appropriate.
- The response made by a member of staff to a particular situation should reflect the nature and seriousness of the circumstances surrounding the situation. Equally, knowledge of the pupil will help to determine the outcome.
- Praise and encouragement are of greater value than outrage and disapproval.
- Children should not be shouted at or spoken to in such a way that they feel intimidated or humiliated.
- The member of staff dealing with an incident should always demonstrate calm and control. Where possible, actions should be implemented on a 'one to one' level.
- Staff should avoid 'whole class' sanctions.

## 9 Allegations of Abuse against Teachers and Other Staff

Allegations of abuse are taken seriously and dealt with in a fair and consistent manner that provides effective protection for the child and supports the person about whom the allegation has been made. All allegations will be dealt with in accordance with the Safeguarding and Child Protection Policy and Procedures. Every effort will be made to ensure confidentiality is maintained while an investigation is underway.

## 10 Complaints Procedure

If a parent/carer is not happy with the way that they or their child has been treated by any member of staff they should consider raising a concern informally in the first instance with

the Headmistress. They may find it helpful to refer to our Complaints Procedure for Parents for guidance (available via the School website).

The Complaints procedure emphasises the importance of resolving any concerns informally and at the earliest possible opportunity. We expect our parents to share any concerns informally with the Form Teacher or member of the Leadership Team so that we can continuously improve the quality of education at our school. If as a parent/carer(s) your complaint is about exclusion from school for inappropriate conduct, please refer to the Exclusions Policy.

## 11 Recording and documentation

All formal meetings and telephone conversations with parents are recorded and a copy given to the Headmistress.

Copies of all documentation relating to any discipline or behavioural matters are kept in the pupil's school file and incidents recorded on the School's Behaviour Log. Behaviour where physical restraint has been required, is recorded in the School's Restrictive Interventions Log.

The Headmistress is responsible for the implementation of this policy and for reviewing from time to time to evaluate its implementation and impact.

The Headmistress reports on behaviour and bullying at governance meetings. This forms part of the Governing Body's role in the monitoring and evaluation of the School's systems and procedures.

## 12 Related Policies

- Safeguarding and Child Protection Policy and Procedures
- Anti-Bullying Policy
- Exclusions Policy
- Equal Opportunities and Anti-Prejudicial Discrimination Policy
- Special Educational Needs and Disability Policy
- E-Safety Policy

## Appendix 1: Golden Rules

*These rules are displayed throughout the School. All girls from Nursery to Year 6 are expected to know them and act accordingly.*

- Always treat everyone with respect
- Always listen to other people
- Always be kind and polite
- Always encourage others
- Always look after your own and other people's property
- Always treat others as you would like to be treated
- Always try your best

## Appendix 2: The Maltman's Green Code for Good Behaviour

*We have a code of behaviour at Maltman's Green because we want our school to be a safe, happy place for everyone, so that we can all do our best at work and play.*

We can help everyone feel safe and happy by showing respect for one another.

### **This means:**

- being kind and considerate
- listening to each other
- helping others
- sharing with others
- being polite and show good manners

### **We can help other children feel happy and safe at playtime if we:**

- include everyone who wishes to join in our games
- stay within sight of the teacher
- use kind words
- take turns with our games
- ask other girls if they would like to play

### **To keep safe indoors we should:**

- always walk – especially on the stairs
- stay in our line when moving about the School
- use indoor voices
- respect other people's personal space

### **To try to sort out problems we should:**

- be prepared to say "sorry"
- consider other people's feelings and opinions
- remember to be kind
- ask an adult for advice if necessary

### **We can all work at our best if we:**

- accept responsibility for our actions
- try to always do our best and persevere
- listen to the teacher's instructions
- learn from our mistakes

### **If we do not keep to this code, we may have to:**

- stay with a teacher during play time
- miss a fun activity
- write a letter of apology
- Speak to Mrs Gaynor or Mrs Walker
- explain what happened to our parents

I have read this guide to good behaviour with my parents.  
I agree to follow the code at all times.

Signed .....

Parent's signature .....

Date .....