

Gateways School Behaviour, Discipline and Exclusions Policy

Rationale:

Gateways is a small community where every member is considered and respected. An environment whereby each individual can reach her/his potential academically and mature emotionally, socially and spiritually is essential. Pupils are required to behave with courtesy and consideration towards all members of the school community. Discipline is maintained by demonstrating and reinforcing positive behaviour patterns.

Purposes:

1. To encourage good behaviour by applying consistent procedures.
2. To have one system, specific to each phase of the school, which all staff follow so that pupils know the boundaries and responses to their crossing them.
3. To stage the response to incidents so that 'filtering' offenders makes a more effective discipline system.
4. To clarify the contribution of all staff so that academic and pastoral routes support each other in benefiting the pupils' progress
5. To have a procedure which operates equally well whatever the nature of the misdemeanour, within the subject or the form
6. To never use corporal punishment
7. To use physical interaction only when it is restraint to prevent injury, damage to property or a criminal act; it must be the minimum that is required, be calm and measured; if used it is reported to the Headmistress as soon as possible.

Guidelines – High School:

1. All staff, whether acting as a subject teacher or form tutor, praise achievement, effort and good behaviour.
2. Communication in daily briefing enables all staff to be aware of any problems which may affect the behaviour of a pupil.
3. Staff, who experience difficulties with a pupil, make every attempt to resolve the situation by following consistent procedures which encourage good behaviour.
4. The 'Consistent Procedures to Encourage Good Behaviour' culminate in an interview with the Headmistress. If she considers any misbehaviour to be sufficiently serious to warrant further action, then she will authorise suspension, internal or external, or with due reference to the Board of Governors, exclusion, in line with Gateways' 'Standard Terms and Conditions.'

Guidelines - Prep

1. All staff praise achievement, effort and good behaviour.
2. Communication in daily briefing and in the weekly 'Pupil Update' enables all staff to be aware of any problems which may affect the behaviour of a pupil.
3. Staff who experience difficulties with a pupil, make every attempt to resolve the situation by following consistent procedures which encourage good behaviour.
4. The consistent procedures include an interview with the Head of Prep who will inform parents. If she considers any misbehaviour to be sufficiently serious, she will inform the Headmistress who will decide upon further action.

Guidelines – E.Y.F.S.

- All staff praise achievement, effort and good behaviour.
- Daily communication in and in the weekly planning meeting enables all practitioners to be aware of any problems which may affect the behaviour of a pupil
- All practitioners manage behaviour in a manner appropriate for the children's' stage of development and particular individual needs.
- Staff who experience difficulties with a pupil, make every attempt to resolve the situation by following consistent procedures which encourage good behaviour.
- The consistent procedures include a meeting with parents and the Head of Pre Prep. If she considers any misbehaviour to be sufficiently serious, she will inform the Head of Prep and the Headmistress.

Conclusion:

This policy, which is reviewed annually by the Deputy Headmistress and the Head of Prep, should be viewed in conjunction with all other school policies. It embraces the school's practice of having open channels of communication and of employing consistent practices which are fair to all.

This policy and its procedures is whole school and includes out of school care.