

BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

WHOLE SCHOOL POLICY FOR BEHAVIOUR, DISCIPLINE, REWARDS AND SANCTIONS

SCOPE: This policy covers all pupils attending Bridgewater School, including those in EYFS and any using the school's Early and Late Clubs.

It is a primary aim of Bridgewater School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

Corporal punishment is prohibited under section 131 of the school standards and framework act of 1998 and Bridgewater School does not use corporal punishment of any kind. Reasonable force/physical intervention may be taken to prevent the threat/danger of personal injury only when absolutely necessary to manage a child's behavior. A record will be kept of any such incidents when physical restraint/intervention is used. Parents, guardians/carers must be informed on the same day or as soon as reasonably practicable.

The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability. **The school has ZERO TOLERANCE of any abusive behaviour.**

PREPARATORY DEPARTMENT - INCLUDING EYFS AND EARLY AND LATE CLUBS

Aims and Expectations

The Preparatory Department has a number of rules, which generally work in conjunction with the whole school, but the aims of the behaviour policy is not a system to enforce rules, but a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school ethos in aiming to allow everyone to work together in an effective and considerate way.

Within the Preparatory Department:

The school expects every member of the school community to behave in a considerate way towards others.

We treat all children fairly and apply this behaviour policy in a consistent way.

This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

Rewards and Sanctions

We praise and reward children for good behaviour in a variety of ways:

- Children are congratulated;
- Children are given house points, which are given either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
- Each week a number of children from each class are nominated to receive progress cards which are given out in our special Friday assembly;
- Praise by Deputy Head;
- Deputy Head contacts parents.

The school acknowledges all the efforts and achievements of children, both in and out of school.

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We use sanctions appropriately, taking into account each individual situation:

1. Verbal warnings. Warnings forgotten after each lesson.
2. Name on the board and miss 5 minutes play.
3. Removed to a senior teacher's classroom. Return at the end of the lesson. No playtime for the day.
4. Sent to the Deputy Head.
5. Call parents.
6. Sent to the Headmistress.
7. Sent home for a period of reflection but not suspended.

The class teacher discusses the school rules with each class. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during their form time and/or PSHE lessons.

Staff intervene physically to restrain children or to prevent injury to a child or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children. See policy on Physical Restraint and Intervention.

At no time is a child sent to stand outside the classroom on his/her own. If a child needs to be withdrawn from the class they are always sent either to the Deputy or another class teacher for as long as required.

If a child's misbehaviour is seen as violent or serious the sanctions are ignored and the pupil is sent to the Senior Teacher or the Deputy Head. The Deputy Head will decide if parents should be informed. Incidents of bullying, racism and of a serious nature are logged on the staff shared drive.

Where there seems to be a tendency for a child to repeatedly behave unacceptably, the teacher may consider speaking to the parents before the matter builds up to something more serious. It is crucial to win the support of parents as, if they are in agreement with the action the school is taking, this makes the task of dealing with the problem more likely to succeed.

The Role of the Class Teacher

It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time.

The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

The class teacher treats each child fairly and enforces the classroom code consistently. The teacher treats all children in their class with respect and understanding.

We constantly remind the children that we do not all have to "like" each other but we always treat each other with respect. We also treat each other the way we want to be treated ourselves.

If a child misbehaves repeatedly in class, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Deputy Head.

The Role of the Deputy Head Responsible for the Preparatory Department

It is the responsibility of the Deputy Head, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school. It is also the responsibility of the Deputy Head to ensure the health, safety and welfare of all children in the school.

The Deputy Head supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

The Deputy Head oversees the record keeping of all serious incidents of misbehaviour which are logged on the Staff Shared Drive.

Only the Head Teacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. In the extremely rare event of repeated or very serious acts of anti-social behaviour, the Head Teacher may permanently exclude a child.

SENIOR DEPARTMENT

Code of Conduct

At Bridgewater School, we see education as a partnership. We are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour, both inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school rules which were drawn up in partnership with the students in 2019 (see Appendix 1).

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is referred to in both the Senior Department's Parent Handbook and the Prep Parents' Handbook. The anti-bullying policy can be found on the school website or a copy can be requested from the school office. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability. **The school has ZERO TOLERANCE of any abusive behavior.**

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's attendance policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

Involvement of Parents and Guardians

Parents and Guardians who accept a place for their child at Bridgewater School undertake to uphold the school's policies and regulations, including this policy. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

Involvement of Pupils

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them (e.g. via the School Council).

As a school we aim to recognise the "individual needs of individual students" but also to develop an appreciation of society's needs.

Involvement of Staff

Our aim is for students to develop self discipline and a respect for others. This begins with treating students with the same respect and courtesy which we would expect for ourselves. We expect students to be punctual to lessons and with their work and we should reciprocate.

We aim to be approachable and encouraging and are prepared to listen and be patient with pupils, giving extra time and help when required. Students should be able to come to the staffroom to discuss queries or problems.

There are, of course, occasions when ill-discipline, bad manners or late work require some form of punishment – but sarcasm and dismissiveness should be avoided.

We can achieve a calm and orderly environment, in which all students can learn, by:

- Having high expectations of students
- Establishing clear rules for the conduct of lessons
- Thorough preparation of material, attempting as far as possible to ensure that it is appropriate to the ability of the students
- Being active in chasing up work which has not been completed
- The use of specific praise, SIMS points and other systems of rewarding students.
- Using specific reports, individual meetings to promote and reward good behaviour
- Ensuring your report recognises improvements in behaviour/self discipline

As staff it is our responsibility to promote good behaviour not only in the classroom but also around school. Whilst around the school it is our duty to encourage students to move to lessons promptly, and to intervene where a problem may be occurring. Duty teams are organised on a daily basis to ensure that potential problems are dealt with quickly and proactively.

Teaching and Learning

Bridgewater School aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offers every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to co-operate and to work hard.

Rewards

At Bridgewater 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 learning environment. Our system of rewards includes:

- Verbal praise and written praise for good work
- SIMs points for both effort and achievement, which are celebrated in assemblies via certificates and prizes.
- Annual subject and form group prizes
- Posting examples of excellent work in art/design, sports, and drama and concert achievements on the school's publications and within Departments, so that the community

can celebrate success

- Reports to parents, which will offer constructive advice and praise as appropriate.

Our SIMs points' system allows pupils to be rewarded throughout the school, for example:

- For good work, achievement or contribution to the life of the school
- Emails home to parents
- Public mention and celebration of success at assemblies
- Reference to achievement published in the School newsletter
- End of term Assemblies when special awards are made
- Prize Giving in September.

Points are recorded by all staff on SIMs and are monitored by Form Teachers and pastoral staff. Staff receive a print out of all SIMs points regularly from the SIMS manager.

Subject Teachers

Classroom teachers can award points for praise, approval or encouragement.

These points can be awarded for such things as

- Improved work/ attitude to work or in class
- A one-off special effort
- Excellent class or homework
- Taking a risk even if the end result was wrong

Stickers can also be awarded by subject teachers to encourage students and reward good work. Departments have their own guidelines about awarding these.

Form Tutors

Form tutors can issue their own points which will be placed on SIMs.

Points can be awarded for such things as

- Responsibilities
- Improved social skills/ attitude
- Team spirit
- Charity work
- Showing good or improved H&S awareness
- Acting as a guide
- Taking the initiative even if the end result was wrong
- Full attendance over the course of each half term
- No 'strikes' on a uniform card

After 30 points each student will be rewarded with a Form Teacher's certificate in assembly. Points will continue to be awarded throughout the year and unlike the behaviour system will not reset each term.

At 75 points a student will be awarded a Pastoral Co-ordinator's certificate in assembly and there will be a coffee morning with a PC and the Deputy Head.

At 120 points a Headteacher's certificate will be awarded for excellence in school. This will be accompanied by a pizza lunch with the Head and Deputy.

Additional rewards will involve trips at 150 or 200 points. These are to be confirmed.

Years 12-13

Awards are handed out for 100% attendance at end of term assemblies. Awards are also handed out for performance in grade cards and reports. Subject and year group prizes are available at the end of each year.

Sanctions

Our aim is to stress the benefits of a courteous, secure and attractive environment for everyone and so to create a strong sense of community and self-discipline.

We try to prevent the need for sanctions by setting clear standards, explaining and reiterating the school rules and values, by enforcing them where necessary, by discussion, by reminding and checking, and by regular inspections to see that the formalities are being observed.

- As regards academic expectations subject teachers are responsible for classroom discipline and will first liaise with the HOD if a student is recalcitrant.
- All members of staff are responsible for good order outside the classroom. This is where poor behaviour is most likely to occur – in corridors or cloakrooms etc.
- Form teachers support the subject teacher by discussing matters with students and by causing them to question their own behaviour; in addition, form teachers will also advise on appropriate sanctions.

If a reprimand, strategy or discussion does not work, there are a number of sanctions available to teachers. Staff must use their professional judgement, based on knowledge of the individual and the circumstances, to select the most appropriate.

Sanctions available to subject staff and subject leaders.

Any punishment you give to children must take account of the nature of the offence, the age, stage of development of the offender and any mitigating circumstances.

For the vast majority of children just to have incurred your displeasure will be sufficient to deal with the problem. If the offence is a minor one possible sanctions may include:

- A warning (of further action)
- Moving the child (to another table or to sit alone)
- Moving the child (to sit with, near teacher)
- Being sent out for a cooling off period of 5 minutes
- Being kept in at break (few minutes/whole break)
- Uniform detention – (held in Room 36)

- Being given extra work (to make up lost time/unfinished work)
- Asked to write an account of a misdemeanour or letter of apology
- Pastoral detention – (held daily during the lunch period)
- Working in the HOD's room
- After-school pastoral detention (held on a Wednesday every week)
- Parental meeting (in liaison with form teacher)
- Examination re-sits
- Students may be placed on a daily report for an accumulation of SIMS points due to work related issues – Green: FT Report, Orange: PC Report and Red: SLT Report

Pastoral Co-ordinators and SMT.

Often we need to find a strategy which will work with the individual, but these are common sanctions

- Formal parental meeting
- Being sent to the Deputy Head
- Being isolated (work, health and safety)
- Saturday Detention – held termly
- For serious or repeated offences the Head Teacher can also exclude a child for a suitable period or in extreme cases, permanently. (see Suspensions and Exclusions Policy for further details)

To support the behaviour system and to keep track of the incidents of poor behaviour in school, we have instituted a points system via our information management system, SIMs. It has been devised to be a clear step by step approach to discipline, so that it is easily understood by all members of the school community. Sanctions for each stage are clear, and pastoral staff constantly review all sanctions and their effectiveness.

The appendices outline details of the points system applied on SIMs with school.

Complaints

Complaints about the operation of the Behaviour Policy are dealt with in accordance with the Complaints Policy.

Reviewed by the Head Teacher and Senior Management Team – December 2022

Appendix 1

Bridgewater School Rules 2022-2023

Introduction

The School Rules found in this document can also be found in the Parents' Handbook. They are also on display in classrooms and can be accessed on the school website.

These rules will help the community to function happily and purposefully. They will help us to work in a safe and efficient manner. No set of rules can cover every eventuality and so a common sense approach to behaviour should be a reliable guide.

This document covers the following areas of school life:

- A. Attendance / Registration**
- B. Academic**
- C. Dress and Appearance**
- D. Property**
- E. Behaviour**
- F. Games and Activities**
- G. Mobile Phones, Social Media and Out of School Conduct.**

Related policies

- Alcohol, smoking and drugs
- Anti-bullying policy
- Behaviour, discipline, rewards and sanctions policy
- Safeguarding
- ICT
- Health and safety on school trips
- Policy for student internet access
- Policy on out of school conduct and behaviour
- Cyber-safety and use of mobile phones.

General behavioural ethos

At Bridgewater School we encourage good behaviour at all times. We believe in the value of good manners, integrity, courtesy, good discipline and respect for the needs of others. We trust that pupils know how to behave and expect pupils to uphold the standards of behaviour we require at all times, whether on site or out of school. *We also strongly believe in the individual and that we recognise, tolerate and celebrate our differences.*

We require pupils to be familiar with these rules and abide by them at all times. We expect pupils to accept responsibility and volunteer rather than waiting to be asked to do something. You should have proper regard for authority and be positive and enthusiastic about all aspects of school life. You are also expected to contribute positively to a neat, tidy and peaceful environment. This includes in the Dining Hall, where we expect you to eat meals in a civilised, quiet and orderly way.

We also expect you to be ambassadors for the school. When visitors ask, we expect you to show them to their destinations, not just give directions. We would also expect you to open doors for others and, when appropriate, let others pass through first, looking behind before letting a door swing closed.

We believe that 100% attendance is the foundation of success in all aspects of school life. This should be the ambition of students. Punctuality is also extremely important and we expect punctuality to school as a matter of course.

A. Attendance and Registration

- You must be in your form room by 8.40am each morning to register. If you arrive late in the morning, you must sign in at the school office and receive a late sticker which should be presented to the subject teacher in whichever lesson you arrive.
- You must register in your form room at 2.25pm.
- You are expected to attend all timetabled lessons, assemblies, form periods, rehearsals, concerts and other activities unless absent.
- If you need to miss an academic lesson (or other timetabled activity) for an instrumental lesson, you must excuse yourself from that lesson by speaking to the member of staff concerned.
- If you are ill while at school, you must always report immediately to a member of staff.
- You may not leave school site during the day without permission. The wooded areas around the school are out of bounds.
- You may only use the music practice rooms for instrumental practice with permission from either the Music Department or a Pastoral Coordinator.

B. Academic – Behaviour for Learning

- You should ensure that you always arrive promptly for lessons, and have all the correct books and materials, including calculators, mathematical instruments, art materials, PE kit etc.
- All homework must be completed on time as required by teachers. Plagiarised or copied homework is unacceptable. At GCSE or A-level such copying would leave you liable to potential disqualification from the qualification.
- During lessons, you should show respect for your teacher and fellow learners by listening and concentrating when your teacher or another pupil talks to the whole class, answering questions properly and working sensibly with your fellow pupils.
- You should carry out any request from a teacher at once and without argument.
- Respond positively, be cooperative, show interest and apply yourself.
- When dismissed you should leave lessons quickly and quietly, ensuring that any litter is cleared away and that the classroom / laboratory is in good order for the arrival of the next class.
- You must check Class Charts for homework each evening and complete all tasks to the deadline set.

C. Dress and Appearance

- Follow all aspects of the uniform code.
- You must have your uniform card with you at all times.
- On non-uniform days and trips where academic uniform is not required, you must ensure that your chosen attire is acceptable. There should be no revealing clothes or inappropriate logos.
- Maintain a neat, tidy, ordered appearance, including well cut hair of moderate length. Girls should tie back their hair; boys should have hair clear of ears and collar.
- If boys opt for a shaven look, hair should not be any shorter than a **grade 2**. There should not be any extreme styles, tram lines etc.
- Year 10 / 11 girls may wear discreet make-up. Nail art or extensions are not acceptable.
- Jewellery of any kind is forbidden with the exception of wristwatches (not wearable technology such as iWatches) and a plain stud in each ear for girls. The stud should be worn in the lower lobe.
- You must arrive and depart in school uniform unless permission has been given by a member of staff.
- Pupils should follow the uniform regulations.
- Boys should be clean shaven.

D. Property

- All personal property should be clearly marked with your name.
- Do not bring large sums of money and other valuables to school unless absolutely necessary.
- You are expected to take sensible precautions to keep your property safe. You should lock everything in your locker.
- You are responsible for school property such as books, equipment, instruments etc. loaned to you. You will be charged if you lose these.
- Report any damage to the premises, school equipment or the property of other members of the school immediately to a member of staff.
- Bags and instruments should be left in places provided and not around school where they are likely to cause an obstacle or danger to other people.
- Do not tamper with, handle or interfere in any way with other people's property.
- Chewing gum or similar is forbidden at all times.

E. Behaviour

- You are expected to be polite and helpful to other students, staff and visitors. There is no excuse for rudeness, disrespect or insolence towards other members of the school community.
- Aggressive or threatening behaviour will not be tolerated. Rowdy behaviour in classrooms or outside is also unacceptable and will be challenged.
- Racist, sexist, homophobic or transphobic discrimination is entirely unacceptable. Bridgewater is an inclusive community where all individuals count.
- There are to be no water-fights at any time.
- You must sign and observe the ICT Acceptable Use Policy.
- Smoking, alcohol and drugs are forbidden at all times.
- You must not have in your possession any weapons, hazardous chemicals, fireworks or laser pens.
- Intimacy, physical relationships or public displays of affection are not appropriate in a school environment.
- You are expected to help keep the school and grounds free from litter. Please place litter into the bins provided. In the Dining Hall you must ensure that your plates and cutlery are cleared away after eating.
- You must not disturb the flower beds or play on the grass in the quad.
- Energy drinks are not allowed in school.
- Bullying will never be tolerated. This includes physical, verbal or emotional.
- You may not bring into school confectionary or any other items to sell to other pupils.
- You must not use the toilets, locker rooms or changing areas as places to gather. Behaviour in these areas is to be as exemplary as anywhere else in the school.
- There must be no inappropriate games involving physical violence or aggression.
- Foul and abusive language will not be tolerated.
- You must walk carefully in corridors.
- If you cycle to school, please ensure that you do not cycle once inside the school grounds. Walk with your bike until you are off school premises.

F. Games and Activities

- Perfumes and aerosols are not allowed in school. Nothing should be sprayed in the changing rooms.
- The 3G area is to be used for playing games. It is not an area for congregating on. Please use the benches outside for this.
- Changing rooms should only be used when getting changed for practices, matches or games lessons. Loitering in these rooms at break or lunchtime is not acceptable.
- In order to take part in games and practices, the correct kit should be worn.
- When selected for a team pupils must attend all matches and practices.
- You must only enter the Sports Hall with the express permission of a member of staff.

G. Mobile Phones, Social Media and Behaviour Out of School

- You may bring mobile phones to school. Phones must be switched off during the school day from 8.40am-3.45pm. Phone should not be seen on site.
- If a mobile phone is confiscated, parents will be informed and will have to come in to school to collect the item. Where this is not possible the phone will be left in the school safe overnight and this can be collected at the end of the next day by the pupil. Repeated offenders will be given an after-school detention.
- Any use of mobile phones which involves bullying, the invasion of privacy, and the circulation of libellous or pornographic materials is considered unacceptable. This includes reading text messages or emails on another person's phone without their specific consent.
- Photographs must not be taken or distributed without the express permission of the individual concerned.
- The school reserves the right to search and / or confiscate your mobile phone if we have good cause to believe that it has been used illegally or in a manner that would break the rules detailed above.
- You must not publish in printed or electronic format (e.g. online) any material which is offensive or derogatory about the school or individuals connected with it.
- The distribution of inappropriate material is an extremely serious offence.
- On a school trip the use of mobile phones will be permitted, although this is a privilege not a right. Trip leaders will allow the use of phones at their discretion.

Appendix 2 – Disciplinary Points System

POINTS (in a term)	ACTION	ACTIONED BY
1 – 5	<ul style="list-style-type: none"> Monitoring / warning Lunchtime detention 	<ul style="list-style-type: none"> Form Teacher & Subject Teacher
6	<ul style="list-style-type: none"> F.T. report (Green) plus phone call home 	<ul style="list-style-type: none"> Form Teacher & Subject Teacher
7	<ul style="list-style-type: none"> After school detention 	<ul style="list-style-type: none"> Form Teacher (record of call and slip to PLY) FT/ST Green report sent to PLY to file
8 – 9	<ul style="list-style-type: none"> PC alerted PC warning 	<ul style="list-style-type: none"> Form Teacher PC
10 – 11	<ul style="list-style-type: none"> PC Report (orange) plus phone call home 	<ul style="list-style-type: none"> PC (orange report sent to PLY for file)
12 – 13	<ul style="list-style-type: none"> Meeting with parents, FT & PC Action as discussed at meeting Student continues on report 	<ul style="list-style-type: none"> PC (record of meeting to PLY & MB) PC (report sent to PLY for file)
14 – 15	<ul style="list-style-type: none"> Red Report PLY plus meeting 	<ul style="list-style-type: none"> PLY (record of meeting to FT, PC & JATN)
16 – 17	<ul style="list-style-type: none"> Saturday detention 	<ul style="list-style-type: none"> PLY & JATN after discussion with FT & PC
18+	<ul style="list-style-type: none"> Possible suspension 	<ul style="list-style-type: none"> PLY & JATN after discussion with FT & PC

Appendix 3 – Positive Behaviour Points

POINTS	ACTION	ACTIONED BY
30	Form Teachers Certificate given in assembly	Form Teacher
75	PC Certificate given in assembly and a coffee and cake treat	PC
120	Certificate and pizza lunch with the Head and Deputy	JATN

Bridgewater Prep. Rewards

Step 1: Praise for good work and behaviour.

Step 2: House points

Step 3: Progress cards

Step 4: Praise by Mr Rooney.

Step 5: Mr Rooney will contact parents.

Bridgewater Prep. Rules

- We do as we are asked first time and do not keep the class waiting.
- We raise our hands to speak to the teacher and listen when somebody is talking.
- We walk around school.
- We keep our hands, feet and unkind thoughts to ourselves.
- We have respect for everyone and everything in school.

ALWAYS DO THE RIGHT THING

Bridgewater Prep. Sanctions

Step 1 – Verbal warning. Warnings are forgotten after each lesson.

Step 2 – Name on the board and miss 5 minutes playtime.

Step 3 – Removed to Mrs Booth's classroom. Return to class at the end of the lesson. No playtime for the rest of the day.

Step 4 – Sent to Mr Rooney.

Step 5 - Call parents.