

Kenton College Preparatory School

Discipline Policy

Audience	Teachers, Parents, Governors
Author	Leon Bareham (Deputy Head Pastoral, Designated Safeguarding Lead)
Last Review	Nov 2019
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Related Policies	Staff Handbook, Anti-bullying, Safeguarding & Child Protection, PSHE & Wellbeing All of the above policies can be requested from the school if they are not already published on the Kenton College's website.

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Introduction & Purpose

The Board of Governors and staff of Kenton College take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The Kenton College Board of Governors are ultimately responsible for the provision stated in this policy. One of our main aims at Kenton College is to promote good behaviour of all pupils in the school. We do this through:

- setting correct standards of behaviour as adults
- the constant education of pupils both inside and outside the classroom
- rewarding of good behaviour by the pupils (see Rewards)
- clear sanction guidelines to be given as a learning tool
- progressive measures for discipline issues.

We have clear “Functional”, “Golden” and “No Excuses” rules that children are encouraged to adhere to and it is made clear that sanctions will be given if a pupil breaks one of these rules. These guidelines are constantly reinforced during all aspects of Kenton College and the activities that pupils take part in. They are ubiquitously displayed in all appropriate learning areas. In cases where pupils have challenges adhering to these rules (or making significant strides towards adhering to them), intervention from form tutors, class teachers, Heads of Year or the Deputy Head Pastoral can be expected. To summarise the aims of the 3 sets of rules above, the objectives of behaviour are as follows:

- be punctual
- be polite in all circumstances
- be honest
- be respectful of property, peers and adults
- display good manners
- be courteous in all matters
- display maturity in our relationships with others
- display a generosity of spirit within our relationships
- do not bully others.

A summary of this policy and the Anti-Bullying policy is displayed in every Form room and in boys and girls locker rooms. It is regularly explained to the pupils. Education of social issues is delivered to the pupils through a PSHE/Wellbeing programme (the Wellbeing programme is designed to address moral issues and stimulate discussion around respect for oneself and those around us), curriculum lessons and assemblies.

Roles and Responsibilities of Key Personnel

Name	Role	Location	Telephone	Email
Mrs Cussans	Headmistress	School	0722205038	admin@kenton.ac.ke
Mr Nyachae	Safeguarding Governor	Off-site	0722205038	admin@kenton.ac.ke
Mr Bareham	Deputy Head Pastoral, Designated Safeguarding Lead	School	0727483597	admin@kenton.ac.ke
Mr Cruttenden	Head of Yr 7 & 8	Maths Dept	0722205038	admin@kenton.ac.ke
Mr Nderitu	Head of Yr 5 & 6	Geog Room	0722205038	admin@kenton.ac.ke
Mr Longworth	Deputy Head Juniors	4L Classroom	0722205038	admin@kenton.ac.ke
Mr Hewlett	Junior Coordinator	3H Classroom	0722205038	admin@kenton.ac.ke

Policy in Practice

Rewards & Recognition

As a member of one of the four school Houses, each pupil is able to contribute to the termly Merit Competition by being awarded Merits for their House. One of the main purposes of House Meetings (scheduled every Friday) is self-congratulation, and praise for those pupils who have contributed to House success by obtaining a large number of Merits during the week or pupils who have proudly represented their House in an interhouse event (scheduled in sports and arts throughout the school year) . ‘Star of the Week’ certificates are presented during Friday assembly to the senior and junior pupil(s) who has the highest number of Merits in the school for that week (or at the next appropriate assembly if it is a section-specific assembly. Similarly, ‘Star of the Term’ certificates are awarded at the end of each term.

Merits may be awarded by any member of the academic staff during the school day. They may be given for anything which rewards, encourages, recognises effort or personal achievement, and which generally makes the pupil in receipt of a Merit feel good. It is normal to give only one merit at a time and we discourage multiples. These merits are allocated via an online system which the school secretary collates weekly for the Deputy Head Pastoral, Headmistress and House Parents (teachers, of which there are two per House).

The following are guidelines for appropriate awarding of Merits:

- Excellent preps
- Excellent classwork/test
- Excellent behaviour in situations where individuals or a class has to take charge of themselves
- Showing initiative; doing a task without being asked
- Being particularly helpful
- Cases where effort has been made to achieve some personal target

Pupils who ask for Merits or who are obviously ‘fishing’ for them will NOT be given a Merit. The idea of the system is to encourage good behaviour, work and habits; to be positive and promulgate a system which helps create and maintain the good, happy, purposeful environment in which we all operate.

The Merit cycle is from Wednesday to Wednesday each week (to allow time for collation of points and preparation of certificates). The Merit totals for each house are counted using an average score for each year within a House (to take into account the slightly differing numbers of pupils in each House so that no house is disadvantaged). The House of the Week is determined as the House with the highest average score for that week. The highest individual Merit earner for each House is awarded the Star of the Week at House meetings and the highest earners in the entire Junior and Senior School are awarded the Star of the Week in Friday Assembly's (or next appropriate assembly).

Pupils also receive House coloured ribbons (pinned proudly on pupil's blazers) in any one term in recognition of their endeavour:

- 50 + House Colour
- 65 + House Colour/White
- 80 + House Colour/Purple

These are given out during House meetings. Rarely, pupils may earn 300 merits. This will mean they are recognised as being a member of the '300 club' and the pupil will receive a certificate signed by the Headmistress.

House coloured ribbons are worn as part of the school uniform, as a visual symbol of achievement during the term in which they were attained. However, a pupil that earns the prestigious purple ribbon may display this on their uniform for the first half of the following term.

It should be noted that each House may have other incentives to reward pupils in their Houses that exemplify the spirit of their house. As this changes regularly, it is not appropriate to list these other intra-house rewards or incentives in this policy.

Effort Grades

Effort is continuously monitored and assessed throughout the term in all subjects taught. 1 is outstanding and 5 is poor effort. Effort Grades are not a reflection of attainment; they show how hard the pupils are trying to achieve set goals. A specified effort average is rewarded by a Commendation. See list below for Junior and Senior criteria. Mentions (those who narrowly miss a Commendation) and Commendation certificates are awarded at an appropriate assembly. Effort Grade guidance used by teachers and known by pupils:

5 – Poor	4 – Working Towards	3 – Expected Effort	2 – Very Good	1 - Outstanding
<p>Failure to react to more than several official warnings for Prep., classwork, behaviour or equipment.</p> <p>Form Teacher addressed with pupil but there has been no change.</p> <p>Behaviour negatively impacts others.</p>	<p>Working towards expected effort.</p> <p>Unsatisfactory behaviour or classwork in more than one lesson. Consistently low participation in lessons.</p> <p>Occasionally forgets equipment.</p> <p>Misses a Prep. more than once.</p>	<p>Participates on a regular basis to the best of their ability.</p> <p>Usually hands in Prep. and classwork completed on time and to the required standard.</p> <p>Obeys functional rules consistently.</p>	<p>Consistently completes tasks, Prep. and assignments on time and with care.</p> <p>Applies advice given from teachers regularly.</p> <p>Seeks to improve their participation in lessons.</p> <p>Seeks to improve their behaviour above expectations.</p>	<p>Engages in relevant topics outside of classroom beyond expectations.</p> <p>All classwork and Prep., consistently completed and presented to the best of their ability.</p> <p>Behaviour consistently mature and of an excellent standard</p> <p>Positively influences the class on a consistent basis.</p>

Effort Grade Boundaries:

Year 2:

Commendation = 21 and below - no 4s

Mention = 22, 23, 24 – no 4s

Year 3:

Commendation = 23 and below – no 4s

Mention = 24, 25, 26 – no 4s

Year 4:

Commendation = 25 and below – no 4s

Mention = 26, 27, 28 – no 4s

Year 5-8:

Commendation = 27 and below – no 4s

Mention = 28, 29, 30 – no 4s

Music Awards

These are awarded for recognition of pupil effort for those who take Music Extras in the form of Star Awards at the end of term (see Music Policy).

Sporting Awards

Colours and Half Colours are awarded to those pupils who show outstanding ability and commitment to sport at the end of term. These awards are given out to pupils in the upper Senior School.

Speech Day Awards

Commitment to performance is rewarded at the end of each academic year in each class. There is one prize for progress/attitude and application and one prize for attainment in Years 3 – 8.

In Year 2, two progress prizes are awarded.

Prizes are also awarded for sports, subjects, character and contribution, drama and music. (see Staff and Parent Handbooks)

House Competitions

There are 2 main areas of focus; the Merit competition and the Cock House. The House with the largest total of merits at the end of each term is rewarded with a House of the Term barbecue while the Cock House Trophy is awarded at the end of each academic year with the Grigg Cup and a Cock House barbecue at the pool. The Cock House comprises all the Inter-House competitions: The Merit competition, The Arts Festival and Sports competitions. (see Staff and Parent Handbooks).

Discipline and Sanction

The pupils at Kenton are on the whole, very well behaved. They understand that the highest standards of behaviour and manners are expected from them at all times. It is every teacher's responsibility to monitor and help the children to achieve these standards. Kenton operates a system based on three sets of simple, positive rules. These rules were historically devised by Kenton pupils. All teachers, and form tutors in particular, should reinforce these rules with the pupils and seek opportunities to give practical examples of their use and application.

Functional Rules

We are polite
We are punctual
We bring the correct equipment
We listen
We are properly dressed
We follow instructions

Golden Rules

We are honest
We respect property
We speak and act kindly
We work hard

In addition to these rules, there are three 'No Excuses' rules, which all Kenton pupils are expected to follow. These are displayed in every classroom, along with the Functional and Golden rules and are essential to allowing all pupils to achieve their potential at Kenton.

In the event that a pupil continues to break these rules, parents will be informed and the pupil may be placed on a behaviour report card. The aim of this is to allow the pupil and parents to visually track their behaviour improvement. Behaviour report cards are coordinated by the Form Tutor and the Head of Year. Failure for a pupil to respond to the report card will result in Deputy Head Pastoral intervention – at which stage the behavioural situation will be grave enough to warrant stern consequences. The Deputy Head Pastoral will consult with the Headmistress if suspension is a consideration.

KENTON COLLEGE 'NO EXCUSES'

Uniform

Kenton pupils will wear their uniform correctly at all times.

Punctuality

Kenton pupils will be on time to every lesson.

Low Level Disruption

Outstanding behaviour is expected at all times. Kenton pupils will not disrupt learning, e.g. chatting, swinging on chairs, tapping, asking to borrow basic equipment, etc.

Breaking any of these will result in a yellow card and an appropriate sanction.

Sanction and Punishment

Misdemeanours are divided into two categories: ones that break a Functional Rule and ones that break a Golden Rule.

Breaking a Functional Rule

It is to be expected that children will often break Functional Rules. Examples might be:

- Being unnecessarily late for a lesson
- Forgetting books

- Not handing in/forgetting to hand in prep
- Not wearing the correct kit for Divs
- Not being quiet in class

These are all things that children do regularly and are not cause for disgrace. When child breaks a Functional Rule, the following happens:

- The teacher issues a Yellow Card (informing the pupil) on our database This will include a brief description of the misdemeanour, details of the punishment and indication of whether it is a functional or academic issue.
- The teacher will inform the child of the punishment.
- The Form Teacher, Heads of Year and Deputy Head Juniors regularly monitor the issuing of Yellow cards and intervention strategies are always used to correct the behaviour that caused the card to be issued.

Breaking a Golden Rule

Breaking a Golden Rule is much more serious, and it is to be hoped that some children will go through their time at Kenton never breaking one. Examples might be:

- Lying to get out of trouble
- Lying to get another child into trouble
- Stealing
- Verbal abuse
- Deliberate damage to another's property
- Bullying

Some of the above will be dealt with according to an official school policy, but the following must also happen:

- A Red Card is issued via the database.
- The teacher informs the Head of Year/Section (who will brief the Deputy Head Pastoral) who is likely to suggest a meeting with parents to discuss the issue/incident. Please note that a meeting is not always appropriate and the issue may be dealt with within the school day.

NB: It is hoped that minor social issues between pupils will be dealt with by teachers without automatic recourse to issuing of a Red Card.

Kenton Detention Policy

Pupil Responsibilities:

- All pupils must attend detentions set by the teacher.
- The only time a pupil is able to rearrange a detention is when they have a paid-for session (e.g. Music extras)

Teachers Responsibilities:

- Teachers can only schedule detentions during break and lunch.
- Teachers should avoid issuing whole class detentions - if teachers find themselves in a situation where they feel the majority of the class are at fault, a member of SLT should be called.

- Note: sensitive scheduling of detentions should be considered i.e. what other commitments do the pupils have? - communication with staff is essential.

Kenton pupils are left in no doubt as to what form of behaviour is expected from them and what will be acceptable or not. Form teachers spend much of their time talking about this to their pupils; norms or acceptable behaviour are dealt with in PSHE/Wellbeing lessons while whole school assemblies, given by the Headmistress or members of the Senior Leadership Team, are used to ensure that everyone knows where they stand.

Bullying and theft in particular will not be tolerated at Kenton: everyone knows this. In case of bullying or theft (or other offences which the Headmistress considers to be equally serious) for which it is inappropriate to merely give a Red Card and a punishment, the Headmistress may suspend the pupil from school for a number of days (not exceeding a week). This will only be done after thorough investigations and after the pupil's parents have been fully appraised of the situation. Any record of suspension from school will remain on a pupil's file for as long as the pupil is at Kenton.

In extreme cases of conduct which is considered prejudicial to good order, schools discipline or to the reputation of the school, a pupil may be asked to leave the school (expulsion). This will only be done following a thorough investigation of all the material facts, after full consultation with the pupil's parents and in the presence of the Chairman of the Governors of Kenton College. There will be no refund of fees following such an expulsion.

Guidance from the Deputy Head Pastoral

- 1) If a teacher approaches a parent to discuss behavioural issues, parents will need factual information if they are to support the actions taken to address the issue.
- 2) Parents are encouraged to trust teachers if they are contacted, it is for good reason. Any complaints about how a situation is handled should be sent to school according to the Complaints policy.
- 3) We wish to nurture resilient, respectful and polite pupils – reflecting the traditions on Kenton College. The Senior Leadership Team of the school implores all parents, guardians, teachers to adhere to the same set of rules that mirror our behavioural expectations of pupils.