

# Michael Hall

a Steiner Waldorf School

## Lower School Behaviour and School Rules Policy

<b>Policy Owner</b>	<b>Assistant Principals</b>
<b>Formally endorsed by</b>	<b>Council of Trustees</b>
<b>Endorsement Date</b>	<b>November 2020</b>
<b>Next Review Date</b>	<b>November 2021</b>

## Policy purpose

Lower School students are expected to abide by the rules detailed in this document when at the School, travelling to and from the School, when representing the School and during trips and visits. Parents and students are expected to support the aims, ethos, policies and rules of the School and to uphold its good name and reputation.

Please note that this document covers the Lower School, with the exception of the Kindergarten. A separate Upper School Behaviour Policy document covers the Upper School, and this is also available for viewing on the School's computer network and website.

An Early Years Behaviour Policy document is also available.

## Consideration for others and the promotion of good behaviour

A vital ingredient of a productive life in any community is the ability to behave with consideration for others at all times; an important element of this considerate behaviour is inclusivity and the tolerance of difference. The most effective way for anyone to learn considerate behaviour and tolerance is through example. To tolerate inconsiderate behaviour is to condone it.

In addition, there are forms of inappropriate behaviour that the School considers to be detrimental to the culture of learning. These include: disrupting the education of peers; rudeness; failure to cooperate; failure to complete homework; arriving late or ill-equipped for lessons; and anti-social behaviour.

The teachers have the responsibility of rewarding good behaviour and applying sanctions where necessary. Praise is the greatest motivator. All staff are encouraged to praise students who act particularly well. Minor transgressions are usually the result of a memory lapse or thoughtlessness. These are best dealt with, with a reminder, a piece of advice or a warning and it may be appropriate to encourage the offender to apologise or perform a helpful act.

## Restraint

Members of staff may use reasonable force to restrain a student in specific, clearly defined circumstances. (Please see the Positive Handling Policy).

## School Rules

**A: The following are not permitted on school premises, in the immediate vicinity, or during school activities:**

1. **Alcohol**, including:
  - bringing and/or consuming alcohol on school premises
  - the supply of alcohol to other school students, including those aged 18 and over
2. **Drugs and other forbidden substances** (as defined in the *Drugs and Substance Misuse Policy*), including:
  - the supply of drugs or forbidden substances
  - the possession of drugs or forbidden substances
  - the use of drugs or forbidden substances
3. **Misconduct of a sexual nature**, including:
  - the commitment of a sexual act by a student with another person whether or not the student or the other person is aged 16 or over
  - any act of indecency by a student

- the supply or possession of pornography the loading or downloading of pornographic images or text to or from the internet
4. **Other unacceptable behaviours**, including:
- incidents of theft; blackmail; physical violence; intimidation; bullying (as defined in the *Anti-Bullying Policy*); racism; possession or use of an unauthorised firearm or other weapon; vandalism or computer hacking; use of offensive language in school or on school outings.
  - persistent rudeness to others or the disruption of any school activity whether in class or otherwise
5. **Smoking**, including:
- the supply of tobacco to other students including those aged 18 and over

**B: The following rules apply to students when on school premises, in the immediate vicinity, or during school activities:**

### 1. Appearance

All clothes and shoes must be well-fitting; clean; in good condition (no tears, holes etc.) free from logos or pictures larger than 10cm.

*The following are **not** permitted:*

- skirts, shorts and dresses shorter than 5cm above the knee, irrespective of whether leggings or tights are worn underneath
  - leggings worn without suitable length skirt/dress/shorts
  - strappy tops (strap width less than 5cm) halter tops
  - short tops which reveal midriff or revealing necklines
  - low trousers which reveal underwear
  - see-through clothing of any kind revealing underwear
  - fashion accessories such as trouser chains
  - large/long earrings and necklaces
  - high-heeled or platform shoes
  - flip-flops
  - make-up of any kind including nail varnish
  - artificial hair colour
  - hats or hoods in teaching spaces inc. classrooms and the Theatre (unless for cultural or other reasons agreed by the Assistant Principals)
2. **Boundaries** - school boundaries are posted in the classrooms
- Students from **Classes 1 to 8** may not leave the school grounds during school hours without written permission from parents/guardian.
  - All students in Classes 1 - 8 **MUST** register in the sign-in book kept in Reception when leaving and returning to the school premises.
3. **Chewing Gum**
- Chewing gum is forbidden in school and must be removed prior to entering school grounds. It is also forbidden on school outings.
4. **Festivals**
- Certain school festivals take place in the evenings and / or on Saturdays during term time. These are advertised well in advance in the calendar of events and the Friday Flier and are compulsory school days. Students must be dressed appropriately and according to the appearance rules for their class.

## 5. Food

The School is committed to supporting healthy eating throughout the School. The following food/drink items are not permitted in school in **Classes 1 - 5**:

- chocolate, sweets, sugary snacks
- crisps & other fatty, salty snacks
- fizzy, sugary drinks, energy drinks

## 6. Gym Kit

- Gym kit is compulsory in the Lower School. See the Parents' Handbook or school website for details.

## 7. Mobile Information and Communications Technology

Mobile communication devices include: mobile phones, smart phones, portable music players, tablet computers and cameras.

The following are prohibited by the School:

- Using information and communications technology to harass or upset other people.

In addition, the following class-specific rules apply in relation to mobile information and communications technology:

**Classes 1 - 8**, pupils are not permitted to carry mobile communication devices in school or on school trips. In exceptional circumstances written permission from the Assistant Principals may be sought for a pupil to bring a phone to school. Where permission is granted, the phone should be handed in to Reception at the start of the school day and collected at the end of the school day. Pupils can make calls from Reception in the event of an emergency.

## 8. Punctuality and Registration

- Students should be in registration **by 08.10 a.m. Lessons for the day start at 08.15 a.m.** when morning registration closes. Late students must report to Reception and sign-in.

## Lower School Sanctions

Sanctions are used when:

- Failure to complete homework, lack of necessary kit e.g. Gym kit, arriving late and/or ill-equipped for lessons.
- Lateness for school, rudeness, disruption inside and outside of lessons, anti-social behaviour, minor acts of vandalism.
- Being out-of-bounds both during lessons and in breaks or after school, vandalism, anti-social behaviour at public events.
- Smoking, alcohol and substance abuse (please see Drugs and Substance Misuse Policy for further detail)
- Dress Code is not adhered to (please see Pp.2 Section B:2 for further guidance on dress code)

## Escalation of Sanctions for Classes 1-8:

This section defines the sanctions to be used in the event of inappropriate or inconsiderate behavior (as listed above) by a lower school student. They are used at the discretion of the teacher concerned, who decides which sanction is appropriate in a given situation.

1. If for any reason a sanction is required, the initial step will be a conversation between the teacher and pupil, at a break or at lunchtime. **This step may be repeated as often as the teacher feels progress is being made.**

This can be a real pedagogical moment. The teacher can make their needs and expectations for the lesson clear, and hear and respond to problems that the child is experiencing. There could be a task set by the teacher. This stays on an informal level and is recorded by the teacher in their notes.

2. A lunchtime detention may be given, as part of a decision to escalate. **This stage may also be repeated if it is felt that progress is being made, and the sanction is well fitted to the problem.** This usually takes place in the Library. For **Classes 1-3** this would take place in either the child's classroom or First Aid, however the sanction and offence **are still recorded in the book in the Library.**

Parents will be notified on a discretionary basis by an Assistant Principal that a detention has been given. The pupil's name, brought by teachers and / or Pastoral Care, will be discussed in a Pupil focus at the following Faculty Meeting. An Improvement Card may be used; a successful outcome will de-escalate the sanction to Stage 1. The detention is recorded on iSAMS. The Library duty teacher **must** follow up any pupil not turning up.

3. A serious situation or a further escalation will result in an after-school detention (Friday at 3.15), in a designated place with a duty teacher. For repeated serious offences, a Saturday detention may replace this if agreed with the Assistant Principals and the Class Teacher. The parents will be asked to attend a meeting that will include an Assistant Principal, and the offence is recorded on iSAMS. For **Classes 4-5** a parent meeting will be set up, without the escalation to detention. The pupil will again be mentioned in the Faculty Meeting and further behaviour management strategies or an IEP are considered. If all aspects of Stage 3 are successful, de-escalation to Stage 2 will take place.
4. In the case of a serious breach, or breaches of school rules, the decision to exclude will be considered. In most cases when a pupil is excluded there will have been earlier discussions and/or correspondence between Parents and the school about the pupil's behaviour. Only the Assistant Principals, as a member of the Senior Leadership Team (SLT) have the ability to make a decision to exclude. (Please see the school's Exclusion Policy for further details).

In addition to the above:

- The School does not sanction or condone any form of physical punishment.
- In cases where it is deemed necessary, teachers may choose to use Upper School sanctions (please see Upper School Behavior and School Rules Policy for further guidance).
- All staff share the responsibility for maintaining good behavior around the School, praising individuals where possible and dealing with minor infringements as and when they come across them.
- Certain specific breaches of School Rules attract specific immediate sanctions, as highlighted above. It is the responsibility of all teachers to impose these sanctions where appropriate.

### **Sanction relating to mobile communication devices**

Contravention of the rules relating to the use of mobile communication devices in the School (as listed above), will result in the confiscation of the device, which would be held in Reception, for an extended period of time.

Policy issue date 10.12.18

# IMPROVEMENT CARD MICHAEL HALL SCHOOL

STUDENT NAME:

.....

CLASS: .....

WEEK BEGINNING:

.....

1. TARGET:

2. TARGET:

3. TARGET:

4. TARGET:

5. TARGET:

## Appendix 1. Example Improvement Card

### Improvement Card

**STUDENT :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

1: Poor    2: Needs Improving    3: Satisfactory    4: Good    5: Excellent

LESSON	SUBJECT	TEACHER	Punctuality	Engagement	Behaviour	Equipment	Work achieved
1							
2							
3							
4							
5							
6							
7							
8							
9							