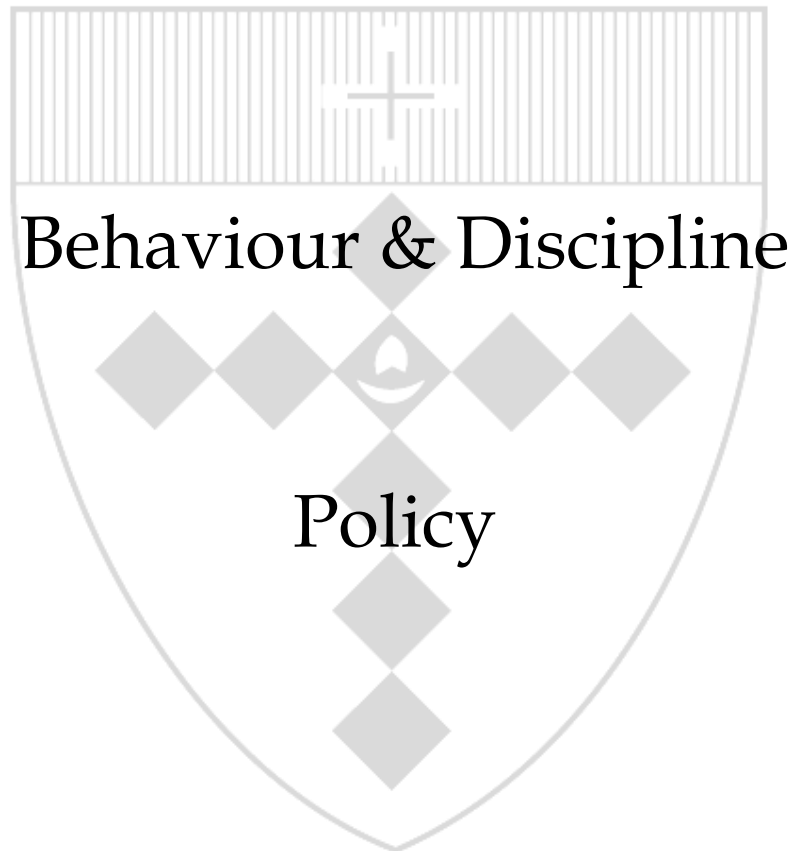




Brigidine School Windsor



Fortiter et Suaviter

Policy History	
Original Author	Grace Reilly
Date	December 2009
Person responsible for latest revision	
Significant changes in latest revision	
Date of latest discussion and agreement by staff	
Proposed review date	December 2010

Fortiter et Suaviter (Strength and Gentleness)

The Headmistress is responsible for good order and discipline at the school and also for its culture and ethos. She has the responsibility for ensuring that this policy reflects the intended culture of the school community and is implemented. Brigidine is a small flourishing community based upon the values and ethos of the Brigidine Order who founded this Roman Catholic School which welcomes children of other faiths and none. We aim for girls to strive to form secure friendships, to cultivate a love of learning, to believe in themselves and what they can achieve, bringing true academic, spiritual and personal liberation through the mutual love and respect of each person. We provide a broad and balanced education of the whole person in a wide ability environment, nurturing in our pupils a sense of values which will prepare them for life ahead in a fast changing world, as successful fulfilled and compassionate adult members of society.

Pupils are expected to behave well at all times both inside and outside the school.

Pupils must try to live this code of conduct by showing the following:

- tolerance;
- respect;
- development of conscience;
- self discipline;
- moral values and a caring attitudes;
- a willingness to learn;
- commitment to work to their greatest potential;
- cooperation with teachers and companions;
- participation in school activities – spiritual, academic, social and cultural;
- respect for school rules, school property and school uniform, loyalty to the school

Teachers are expected to live by this code of conduct by showing and fostering:

- a Christian education in spiritual, moral and cultural values linked with daily living;
- a truly caring community formed of teachers , pupils and parents;
- rules and discipline;
- values of honesty, truthfulness, courtesy and reliability;
- professionalism and dedication to improving teaching methods;
- a friendly supportive atmosphere to stimulate physical, mental and spiritual growth

All staff employed by Brigidine School should treat pupils with due respect and dignity and deal with any problem which involves a pupil in positive and constructive ways.

All staff involved in disciplining a pupil need to help the pupil to see beyond the misdemeanour and to encourage self- discipline.

EARLY YEARS FOUNDATION STAGE

We believe that children and adults flourish in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- All adults in the Early Years Foundation Stage will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults in the Early Years Foundation Stage will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
- Where appropriate this might be achieved by a period of “time out” with an adult.
- In cases of serious misbehaviour, such as racial or other abuse the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanation rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults in the Early Years Foundation Stage will make themselves aware of, and respect a range of cultural expectations regarding interactions between people.
- Adults will not use any form of physical intervention e.g. holding/restraining, unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property.

When children behave in unacceptable ways

- Physical punishment, such as smacking or shaking will be neither used nor threatened.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such the “naughty chair” will not be used.
- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity.
- Recurring problems will be tackled in partnership with the child’s parents, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child’s special needs.
- If physical restraint is used (to prevent harm to self or others) this will be recorded and shared with parents.

JUNIOR SCHOOL

We believe in the Junior School that children and adults flourish in an ordered environment in which everyone knows what is expected of them and children are free to develop their learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Staff work with children to promote good behaviour and respect for themselves and others. Circle time and the Junior PSHE programme are instrumental in assisting the children to understand the expectations of staff and the other children in the school. Brigidine Junior School is a positive environment which does not accept or expect bad behaviour. Any such incidents are dealt with quickly and effectively. Rewards are a large part of life in the Junior School.

REWARDS

Stickers/ Stamps are awarded at the Early Years Foundation Stage. In the Junior School House Points are awarded and tallied weekly. Stickers are also awarded and staff comment in children's books regarding the achievements they have made.

Every week in the Junior Assembly pupils are nominated for Golden Awards for achievement, effort and behaviour. A photograph is taken of the pupils which is placed on the Golden Award board and a copy is sent home to parents. When a pupil receives three Golden awards in one term, the Headmistress sends a letter home.

In the Senior School pupils are awarded House points for achievement, effort and behaviour. These are recorded on House point cards in the pupil diary. Twenty house points gain one commendation with a maximum of two per term. Accumulation of commendations leads to Bronze, Silver, Gold and Platinum awards. Commendation certificates are awarded by the Heads of Houses and the Headmistress sends letters to parents acknowledging these awards.

Individual academic achievement is acknowledged in school reports. Achievement of individuals, teams, classes and years and in Inter House events is regularly rewarded in Friday assemblies. Sporting awards are given for individual and team achievements at Sports Day in the summer term. The annual Prize Giving ceremony at the end of the summer term recognises a wide range of achievement. Pupils work is displayed.

SANCTIONS

The school has a range of sanctions. It requires that any pupil misdemeanour be assessed on an individual basis. Teachers provide advice and support to pupils and so work to speedily resolve problems. In the first instance teachers and Form Tutors note this in the pupil diary which is checked and signed by parents each week.

The sanctions are:

- Removal of privileges
- Removal of House points
- Removal of certain positions of responsibility
- Lunchtime detention/clinic is given to pupils who are not working appropriately or behaving satisfactorily.
- Pupil is placed on daily/weekly report and undertakes some self evaluation.
- After school detention is given to pupils who are consistently not doing homework. Parents receive notification of this at least 48hours in advance.
- Internal Suspension
- Suspension & Exclusion
- In the Senior school and Junior department there are no circumstances where physical restraint would be used. (see Brigidine's Physical Restraint Policy)

Teachers are reminded that they should always avoid touching, or holding a pupil in any way that might be considered inappropriate.

Staff use a range of other strategies and try to adopt a calm and measured approach to a situation.

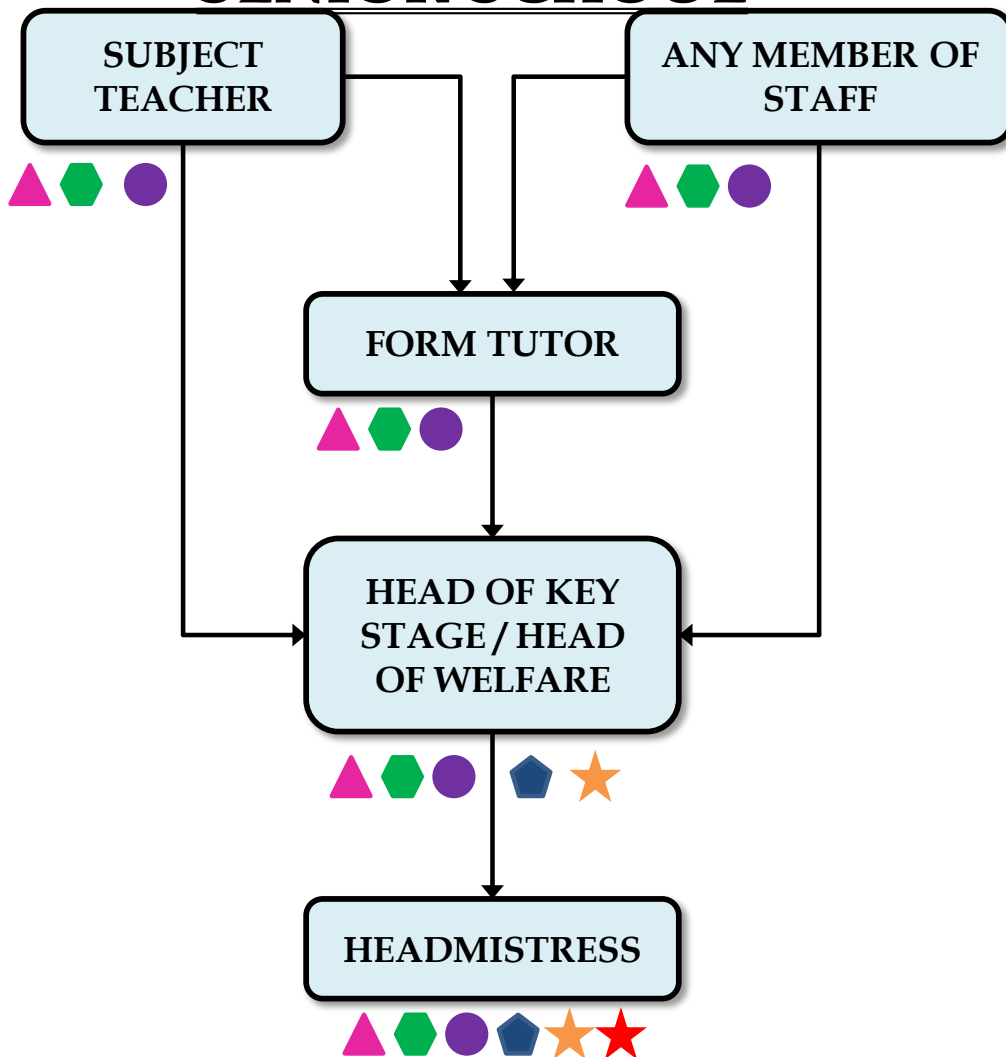
All incidents which involve a pupil being sanctioned are recorded on a Pastoral Form. Immediately after an incident there is an oral report to the Headmistress or to a member of the Senior Management Team. The teacher should impart any relevant information to the Form Tutor. In turn, the Form Tutor informs the Head of Key Stage/ Head of Welfare.

Suspensions and exclusions are exclusively the responsibility of the Headmistress and Governors. The Headmistress may only suspend for one day without Governors consent. This ensures that the Headmistress will have sufficient opportunity to check the facts, consult with the chairman of Governors and colleagues, and take legal advice, if necessary, so that the case has received every proper consideration.

See separate Child Protection, Physical Restraint & Anti-Bullying policies.

PASTORAL PATHWAYS

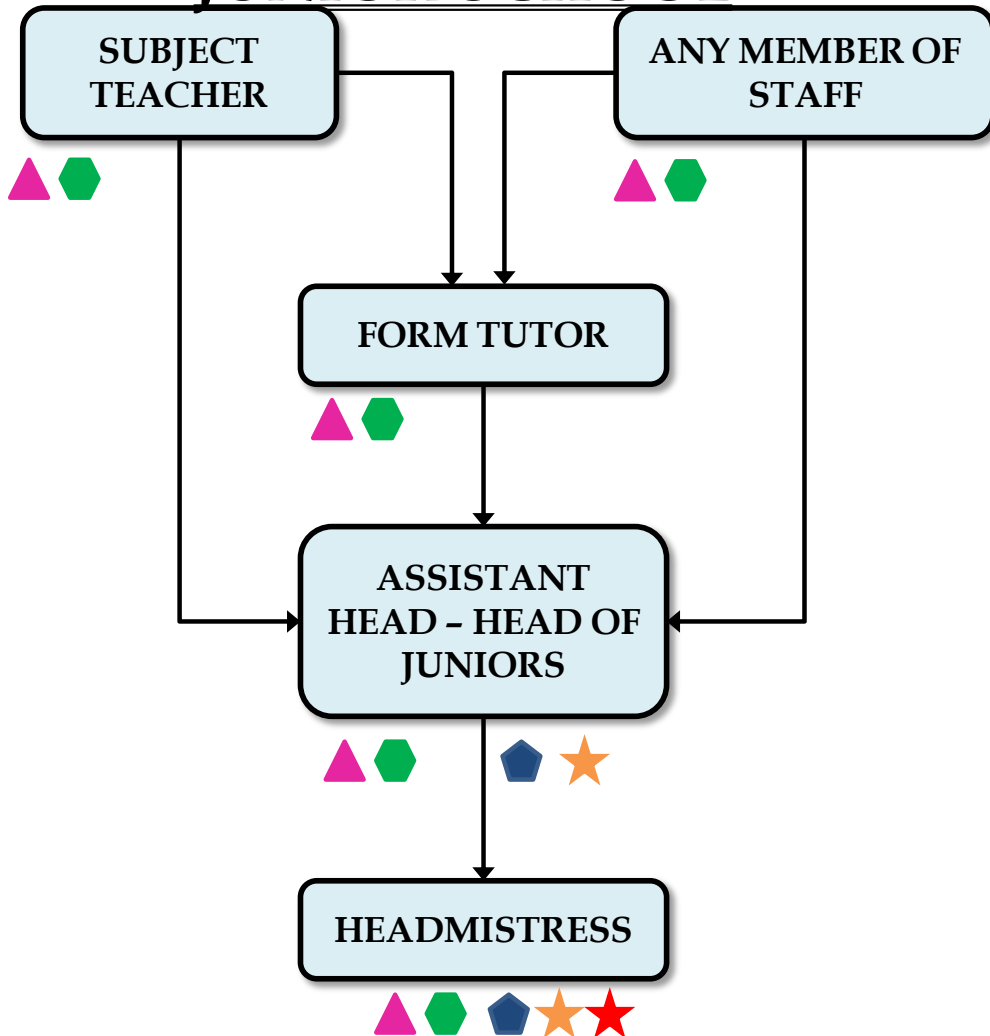
SENIOR SCHOOL



SANCTIONS:

- LOSS OF HOUSE POINTS
- LUNCHTIME CLINIC / DETENTION
- (Notification letters) AFTER DETENTION SCHOOL
- Immediate notification to parents { DAILY / WEEKLY REPORT
- INTERNAL SUSPENSION
- SUSPENSION & EXCLUSION
(Headmistress with Governors' Support)

PASTORAL PATHWAYS JUNIOR SCHOOL



SANCTIONS:

-  LOSS OF HOUSE POINTS
 -  LUNCHTIME /BREAKTIME DETENTION
 -  DAILY/WEEKLY REPORT
 -  INTERNAL SUSPENSION
 -  SUSPENSION & EXCLUSION
(Headmistress with Governors' Support)
- Immediate notification to parents {