



**ST CATHERINE'S SCHOOL  
BEHAVIOUR MANAGEMENT POLICY  
PREPARATORY DEPARTMENT  
(Formerly Rewards and Sanctions)**

**SCHOOL MISSION**

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

**Community:** a place of cheerfulness, dignity and tolerance, where all are welcome

**Faith:** a Christ-centred school with time for reflection; a culture of gratitude and friendship

**Courage:** with self-knowledge, resilience and integrity, and a readiness for challenge

**Scholarship:** where gifts are developed through curiosity, imagination and ambition

**Service:** commitment to others, to stewardship, and to justice and hope for all

It is the responsibility of all teaching staff to ensure that the School's policies and code of conduct are applied fairly and consistently, without regard to race, gender or seniority and should be consistent from person to person and from occasion to occasion as far as is possible given that each case is reviewed on its merits.

It cannot be over-stressed that the best way to ensure the highest standards in both behaviour and work is to create a positive ethos where the self-confidence and self-esteem of pupils is promoted by regular praise, congratulation and affirmation. A school culture which is dominated by a mutual respect between pupils and between staff and pupils will lead not only to harmonious relationships but also to the fulfilment of the pupils' potential both academically and socially.

Our aims are:

- to encourage all pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school;

- to promote good behaviour, self-discipline, mutual respect, trust and emotional well-being;
- to endorse our belief that good relations, good manners and a secure learning environment play a vital part in developing curious and inspired pupils who are motivated to become life-long learners;
- to develop qualities of teamwork and leadership, including through extra-curricular activities;
- to be a fully inclusive community, welcoming pupils from a range of ethnic and social backgrounds;
- as a staff, to provide excellent role models of behaviour.

## **REWARDS**

### **KS1**

Pupils are given praise and positive feedback as part of their daily life at St Catherine's. This is reinforced by stickers and House Merits.

KS1 pupils are rewarded by Golden Time for good behaviour, manners, positive attitude to learning and each other. Commendation certificates are presented to pupils at the end of term.

### **KS2**

Pupils receive House Merits for a variety of reasons: good work; behaviour; effort; kindness. These merits are entered on Engage weekly. Certificates are presented to pupils for gaining 25, 50, 75, 100 merits in House assembly.

Commendation certificates are presented to pupils at the end of term at the whole school assembly and are given for personal development (which includes behaviour, significant contribution to the life of the school, and effort) and for achievement in class. Pupils may also receive a Commendation from the Headmistress for exemplary personal development or achievement.

## **Sanctions**

While we aim to reward positive behaviour and deal with pupils in a positive way, there are occasions when we do have to deal with unacceptable behaviour. At St Catherine's we do not tolerate:

- Rudeness
- Discrimination of any kind
- Deliberate disobedience
- Bullying
- Disregard for the school environment or property
- Physical or emotional violence
- Work below the standard of expectation
- Disregard for the AUP for ICT

Any misbehaviour is dealt with initially by the class teacher and a few well-chosen words are normally sufficient to address the situation. Children may be moved to another workspace, be given reflective tasks or lose part of their break time. The sanction is always proportionate to the misdemeanour.

### **KS1 and 2**

Any pupil who continually distracts others may be asked to sit on her own or spend time in another classroom with a member of staff to reinforce positive behaviour.

Continuous unacceptable behaviour is reported to the Head of the Preparatory School who will speak with the pupil, contact the parents, meet with them if necessary, and discuss the way forward. This may include the use of behaviour and work cards, reflective tasks, loss of break time or other strategies.

### **Suspensions**

Suspensions may be given by the Head for either repeated acts of indiscipline or for a single serious breach of School Rules, as detailed in the Discipline and Exclusion Policy. Parents will be contacted and a pupil suspended will be sent home for a specified period of time.

### **Exclusion**

A pupil may be excluded if the Head is satisfied that the pupil's conduct has been prejudicial to good order or school discipline or to the reputation of the school, as set out in the relevant policy.

Please refer to the following policies:

- Equal Opportunities Policy
- Anti-Bullying Policy
- Discipline and Exclusion Policy
- Acceptable Use Policy for ICT

**Reviewed: September 2022**

**Next Review Date: September 2023**