



# Behaviour policy

**Independent School Standards  
and non-statutory guidance**

Paragraphs 9 and 34.  
DfE's ['Behaviour in schools'](#)  
advice (February 2024).

**Last updated by senior leaders**

September 2024

**Last reviewed by advisory board**

September 2024

**Next review due**

September 2025

## **Introduction**

This policy outlines our approach to pupil behaviour at St. John's, and pays regard to the government's latest advice (['Behaviour in schools'](#), 2024).

We carefully and sensitively balance the maintenance of a caring, family atmosphere whilst upholding our high expectations, including in relation to pupils':

- conduct in lessons, around the school and outside of school
- manners and use of language
- attitudes towards learning
- presentation and wearing of full school uniform
- punctuality and attendance to school.

Our curriculum and ethos promote responsible behaviour, and encourage self-discipline and respect for self, other people and for property.

We focus on promoting and rewarding pupils' positive behaviours by providing a range of rewards for pupils of all ages and abilities. However, we also ensure that pupils are clear on the distinction between minor and more serious misbehaviour and the range of sanctions that will follow. The aim of sanctioning misbehaviour is to achieve an improvement in behaviour.

St. John's makes no use whatsoever of illegal or inappropriate practices such as corporal punishment, isolation, off-rolling or unlawful exclusion.

## **Code of Conduct**

This simple code of conduct has been formulated with the safety and well-being of pupils in mind, and to enable the School to function efficiently and effectively as a place of learning.

- All members of the School community are asked to show respect for each other.
- All pupils are expected to show respect for their teachers, other adults and fellow pupils.
- All pupils are expected to respect their own and other people's property and to take care of books and equipment.
- Pupils are asked to be well-behaved, well-mannered and attentive.
- Pupils should walk (not run) when moving around School.
- If a pupil has a grievance against another pupil, it must be reported to a member of staff who will deal with the matter.
- Physical violence is never acceptable, neither is retaliation. Repeated or serious incidents will lead to suspension from school, or permanent exclusion.

- Foul or abusive language must never be used. Minor breaches will be sanctioned, and repeated or serious incidents will lead to suspension.
- Pupils are expected to be punctual to school and to lessons.
- Pupils must never bring any prohibited items into school, including weapons such as knives; cigarettes; alcohol; illegal substances; fireworks; pornography; any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).
- Pupils should wear the correct uniform. Jewellery (apart from watches and one plain stud earring in each ear) or trainers (except on Greens Days) must not be worn. Hair attire should be simple and in School colours. In the Prep. School, indoor shoes (known as slippers) should be worn in the classroom at all times.

## **Rewards**

At St. John's the rewards scheme is based on the House Point System for the Upper Prep. and Senior School pupils, and class merit schemes for the whole School, through which pupils can be rewarded for academic and non-academic achievements such as for effort, for being caring and for all aspects of good work and positive behaviour.

The pupils in the Junior Section of the Prep. School (KS2) and all the senior pupils have been divided into four Houses – Moles, Water Rats, Toads and Badgers. Each of these is supported by a House Mistress or House Master who, at the Prep. School, is assisted by a House Captain, Vice-Captain and Sports Captain from Year 6 (F.3). Pupils are awarded House Points for thoughtfulness, being helpful, good work etc. Each House's points are counted at the end of the week, and at the end of each term, the winning House is announced at Assembly. A weekly table will show the progress of each House and this is displayed in each of the Upper Prep. School classrooms. At the Senior School, a wooden wall chart with coloured arrows will show the progress of each house termly and this is displayed in the Dining Hall. We hope that pupils will encourage members of their House to try their best in every aspect of School life.

At the Prep. School, individual certificates celebrating achievements are awarded twice a term, for example, when a Reception class pupil is able to dress him/herself for the first time, as are achievements in swimming and excellence in academic, sporting or musical endeavours. Incentive stickers and table points are available for everyone. In addition, at both schools, each class teacher gives verbal or written praise as often as possible.

At the Prep. School, pupils are encouraged to display their achievements in and out of School in assemblies and on their own achievements' board inside their classrooms, as well as at the bi-annual Art Exhibition. At the Senior School, pupils' achievements such as Work of the Month will be displayed inside the lobby.

Most pupils respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their work, and, where necessary, their behaviour.

Our school counsellor offers support to parents on how best to deal with behavioural issues at home. This helps to consolidate the work done in school during our personal, social, health, economic and citizenship education (PSHCE) lessons and promotes a united front to the pupils from both school and home.

St. John's is also registered with Tooled Up Education; this is an online digital platform the school subscribes to, which delivers the best evidence-based resources to support parents, pupils and the school in all matters pertaining to mental health, learning, exam techniques and family life. It enables pupils to become resilient and equips the parents with the skills to manage their children's behaviour and aspirational challenges.

Finally, St. John's has been working for the past eighteen months towards becoming a National Nurturing School. It is expected that this target will be met in September 2024, evidencing the school's success in implementing and embedding a nurturing culture that responds to the social, emotional and mental health needs of our pupils, alongside their academic studies.

## **Sanctions**

There will be times when pupils are badly behaved. Pupils need to discover where the boundaries of acceptable behaviour lie, as this is a part of growing up. The form teacher discusses the School rules / code of conduct with their class. In addition to the School rules, each class in the Prep. School also has its own classroom code, which is agreed by the pupils and displayed on the wall of the classroom. In this way, every pupil in the School knows the standard of behaviour expected.

We make appropriate use of the following sanctions for each individual situation.

- Verbal warnings and reminders of what is expected at St. John's
- Seating plans or immediate change of classroom seat
- Withdrawal of free time, such as play or break times
- Withdrawal from class off-site visits or workshops
- Loss of incentive stickers, House Points
- Repetition of a task or activity
- Loss of responsibility
- Completing a detention paper
- After-school or form detention
- Being sent to the Headteacher's office
- Phonecalls and meetings with parents or carers
- Daily report to a senior leader
- Internal suspension
- External suspension
- Permanent exclusion.

All incidences of misbehaviour are recorded on our online management system.

Minor behaviour issues are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding the age of the pupil, as far as sanctions are concerned. Each case is treated individually. Generally, pupils are made aware that they are responsible for their own actions and that breaking rules will lead to sanctions. Parents will be involved at the earliest possible stage, if problems are persistent or recurring. Pupils may then be placed on a Weekly Report System, to monitor their behaviour with parents' support.

Major incidences of misbehaviour might include physical assault, deliberate damage to property, stealing, bringing a forbidden item into school (as specified on page 2), leaving the School premises without permission, verbal abuse, refusal to work and significant or repeated disruptive behaviour in class. These types of behaviour are generally rare and it is the responsibility of the Principal or the Headteacher to follow them up.

Where a pupil has brought a forbidden item into school, staff at the school will take the item into safekeeping. Because of the severity of this, any pupil who possesses a forbidden item at School or on a School activity will almost certainly be suspended, and may be permanently excluded. The Principal/Headteacher and authorised staff can also search for any item banned by the School's code of conduct, which has been identified as an item which may be searched for. Such a search will be conducted in light of the advice published by the Department for Education: [Searching, Screening and Confiscation, July 2022](#).

The School does not tolerate bullying of any kind. Please see St. John's separate anti-bullying policy.

## **Lunchtimes**

At lunchtime, all Lower School Prep. teachers eat with their pupils. Upper Prep. school and Senior School supervision is carried out by a member of staff; this is based on a rota basis. Staff are expected to maintain order. Usually, this consists of reminding pupils of the standard of behaviour expected. Kitchen staff must be treated with the respect expected by all adults and pupils at St. John's. Verbal or physical abuse will not be tolerated. Persistent or serious misbehaviour at lunchtime is brought to the attention of the Principal or the *Headteacher*.

## **The Role of St. John's Staff**

- It is the responsibility of class teachers to ensure that the School rules are enforced in their classes, and that their classes behave in a responsible manner during lessons. The class teacher treats each pupil fairly and enforces the classroom code consistently. The teachers treat all pupils in their classes with respect and understanding.
- If a pupil misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from their Head of Year, Head of Department, a senior leader or the Principal or Headteacher.

- Leaders liaise with external agencies, such as social care services, the police, youth offending teams and educational psychologists, as necessary, to support pupils.
- The Principal or Headteacher usually deal with incidents of major misbehaviour, and only they may take the decision to suspend or exclude pupils.

### **The Role of Parents**

- The School collaborates actively with parents, so that pupils receive consistent messages about how to behave at home and at School.
- We explain the code of conduct and St. John's expectations in our prospectus, and we expect parents to read them and support them. All parents sign to confirm that they have read and are prepared to support the School.
- We expect parents to support their pupil's learning, and to cooperate with the School. We aim to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their child's behaviour.
- If the School has to sanction a pupil, we expect parents to support this. If parents have any concerns about the way that their pupil has been treated, they should contact the Form teacher in the first instance.

### **Physical Intervention**

Teachers in our School do not use any kind of physical force as punishment and will only intervene physically in order to prevent injury to a pupil, or if a pupil is in danger of hurting him/herself. The restraining actions that we take are in line with Government guidance on the restraint of pupils.

If a pupil violently attacks another pupil or adult and does not respond to requests to calm down, then physical restraint may be necessary. Physical intervention should always be the final resort and always carried out with care and, preferably, take place within view of at least another adult. Restraint should always be for the shortest possible time and is exceptionally rare at St. John's.

All incidents requiring physical intervention from staff will lead to an immediate meeting with the child's parents or carers and are likely to lead to exclusion.

### **Sexual Violence and Harassment**

Sexual violence and/or harassment can occur between two pupils of any sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment are never acceptable and all such incidents will be taken extremely seriously.

Reports of sexual violence, including rape, assault by penetration and indecent assault will always be reported to the police. The school will always take seriously any incidents of sexual harassment, including sexual comments, 'jokes' or taunting, physical behaviour, displaying pictures, photos or drawings of a sexual nature; and online sexual harassment. St. John's has a 'zero tolerance' approach to sexual and misogynistic 'banter'.

Our school recognises that some pupils are at greater risk of sexual violence and sexual harassment, including those with SEND, and may need further support. Reports of sexual violence or sexual harassment will be dealt with by the Designated Safeguarding Lead. Please see our safeguarding policy.

### **Drug and Alcohol-related Incidents**

It is forbidden for anyone, adult or pupil, to bring onto the School premises illegal drugs or alcohol. The School will take very seriously misuse of any legal or illegal substances, including solvents or alcohol. The parents or carers of any pupil involved will always be notified. Any pupil who deliberately brings substances into School, whether for the purpose of misuse or not, will be suspended from school. If the offence is repeated, the pupil may be permanently excluded. Where appropriate, referrals will be made to the police and social care services.

If any pupil is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that pupil to be taken home.

If a pupil is found to have deliberately brought illegal substances into school and is found to be distributing these to other pupils, the pupil will be permanently excluded. Referrals will be made to the police and social care services.

The School reserves the right to make use of drug dogs, testing strategies or any other reasonable and necessary measure to tackle drug use.

### **Knives and Offensive Weapons**

St. John's Prep. & Senior School recognises that the presence of weapons, or items which could potentially be offensive weapons, in the School would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes of the School. It is therefore the School Policy to forbid the possession, custody and use of weapons by unauthorised persons in, on, or around the school premises and during school activities. These rules apply at all times.

Weapons include, as examples only (list not exhaustive):

- firearms of any description, including starting pistols, air guns and any type of replica or toy gun;
- knives, including all variations of bladed objects i.e. pocketknives, craft knives, scissors;
- explosives, including fireworks, aerosol sprays, lighters, matches;

- laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use, i.e. the purpose or keeping or carrying the object is for use, or threat or use, as a weapon.

Any pupil bringing in a knife or offensive weapon is likely to be excluded on a permanent basis. In most cases the police will be contacted to collect the weapon.



## Behaviour in the Early Years




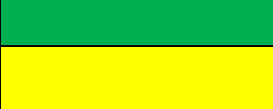

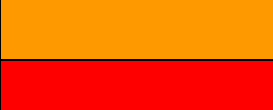
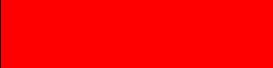
To help our youngest children learn the behaviour expectations at St. John's, we use a visual, hands-on rainbow chart system.

- All children have their name card on green to start the day.
- Adults can tell children to move their name up and down the rainbow accordingly.
- Children should move their names one colour at a time.
- Only in exceptional circumstances should a child move their name straight to gold (for positive behaviour) or straight to red (for negative behaviour).
- Adults always ensure that children understand why their name is being moved in either direction.
- Adults heavily focus on moving names up for positive behaviour, accompanied by praise for specific reasons.
- Children that go down the rainbow are able to move their name back up as soon as a member of staff can find a positive reason to do so.
- Children 'reset' to green at the start of a new session e.g. after lunch.

Each classroom has a 'time out' area with a sand timer and a calming activity, such as a colouring activity or a jigsaw puzzle.

Behaviour expectations are clearly outlined at the beginning of the academic year, made visible in the classroom and regularly referenced when using the behaviour chart.

All use of the behaviour system should be fair and, above all, consistent.

	<b>Gold</b> – child gets a special gold star sticker at the end of the day
	<b>Purple</b>
	<b>Blue</b>
	<b>Green</b> – every child starts the day here.
	<b>Yellow</b> – verbal warning
	<b>Orange</b> – 5 minutes time out in the classroom calm area
	<b>Red</b> – send to Head of Early Years for reflection time

# What happens if we break the rules of our classroom?

1.	Verbal warning and reminder of expected standard of behaviour.
2.	Loss of incentive sticker or free time
3.	Loss of House Point (Upper School)
4.	Sent to Head of Year
5.	Detention Paper (Upper School)
6.	Sent to the Principal