

## **Sanctions System in Junior School**

This document sets out the pupil sanctions system used in Junior School.

It should be read in conjunction with the Whole School Behaviour Management policy and the Whole School Rewards & Sanctions policy (where a summary of this document is included).

Both are available on Microsoft Teams .

The overriding school approach on this matter is best described in the introduction to the Whole School Behaviour Management policy:

*“St Edmund’s School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils who are motivated to become life-long learners.”*

We strongly believe that nurturing personal values, respect for others and a sense of responsibility in young people is the most effective way of preventing lapses in behaviour.

We also recognise that some pupils have unique educational and personal issues that need to be addressed outside of the conventional sanctions system. In such rare instances, an individual educational plan will be developed in conjunction with the Head/ Head of Pastoral Care and relevant staff informed.

Pupils are constantly reminded of our expectations through regular assemblies, our PSHEE programme, classroom posters and through their daily interactions with teachers.

However, when disciplinary problems do arise, we use a clear set of responses:

## Stage 1a

- Warning 1
- Warning 2
- Move seat
- Still an issue = Stage 1b

## Stage 1b

- 3Sys entry by class teacher - 'JS Verbal Warning'

## Stage 2

- 3Sys entry by class teacher - 'JS Detention' (lunchtime)
- An escalation from three JS detentions in 2 weeks to four = Stage 3

## Stage 3

- 3Sys entry by SMT - 'JS SMT Detention' (afterschool) and parental contact
- Three = Stage 4

## Stage 4

- Matters of serious indiscipline are managed by the Headteacher

NB/ SMT are always on call  
should teachers require  
assistance

## Junior School Behaviour Management – STAGE 1

### Stage 1 Behaviours

The following is a list of typical student behaviours that may be concurrent with 'stage 1' unacceptable behaviour

- Wandering about
- Calling out
- Interrupting the teacher
- Disturbing other pupils
- Talking when asked not to
- Silly noises
- Pushing others
- Interrupting learning of others
- Late to lesson
- Wilful and repeated contravention of uniform policy
- Running / dangerous behaviour in or around school
- Not working to the best of his / her ability



### Stage 1 Management / Consequence

To manage 'stage 1' behaviours the following should be adopted:

- Give a firm instruction/warning that the pupil's behaviour is unacceptable and should stop immediately. If the behaviour continues after a verbal warning, a final warning is given. The agreed phrase, "*This is your final warning, do you understand?*" is given. From now on there are no more warnings.

The member of staff may also choose to employ the following in low level sanctions:

- Change of seating/position
- Ask pupils to remain after lesson to discuss unacceptable behaviour.

**If the child's behaviour does not improve after final warning, then move to stage 2 Management / Consequences.**



### Stage 1 Recording

The staff member concerned verbally reports the incident to the pupils' form tutor who will talk to their tutee. Additionally, the staff member should make a note of the 'Verbal Warning' on 3sys.

At this stage there is no requirement to formally record details of any incidents.

Parents / Guardians will not be informed

## Junior School Behaviour Management – STAGE 2

### Stage 2 Behaviours

Any continuation of behaviour mentioned in stage 1, along with:

- Prolonged breaking of the school rules
- Not responding to an adults request to work/follow instructions
- Being more disruptive, deliberately causing a disturbance
- Taking other people's belongings
- Disrespectful comments
- Annoying other children
- Deliberately disrupting other children's play
- Damaging school equipment
- Bullying / Intimidation of other pupils
- Internet / ICT misuse
- Unacceptable language

### Stage 2 Management / Consequence

To manage 'stage 2' behaviours the following should be adopted:

- Explain to the pupils their behaviour is, or has become, unacceptable and as a consequence they are to sit a lunch time detention.

Lunch time detentions can be given by staff as a stand-alone sanction when school expectations related to pupils' approach to class and/or conduct around school.

#### **Reasons for issuing a JS detention:**

- Academic
  - For those pupils who have not worked to the best of their ability during lesson
  - For pupils who have failed to hand in a prep
  - For pupils who continually forget equipment (including exercise books, stationery, PE kit etc....)
- Behavioural
  - For those pupils whose behaviour in or outside of the classroom has become unacceptable

It is the responsibility of the person taking the detention to provide suitable work or punitive tasks.

**If the child's behaviour does not improve after a lunchtime JS detention is served then move to stage 3 Management / Consequences.**

### Stage 2 Recording

It is the responsibility of the staff member who has issued the detention to record it on 3sys under 'JS Detention' and briefly include details of the misdemeanour.

Head of Pastoral Care notified. Discussion of the incident/behaviour will take place during the next form tutor meeting.

The form teacher will inform parents after there are 2 JS detentions in 2 weeks.

Head of Pastoral Care notified. Discussion of the incident/behaviour will take place during the next form tutor meeting.

Depending on the incident the Head of Pastoral Care / Form Tutor may ask parents to meet with them to discuss the matter further.

### **Missing a Stage 2 detention**

If a detention is missed the pupil's parents may be contacted by the Head of Pastoral Care. If the follow up detention is missed, this then moves to Stage 3

### Junior School Behaviour Management – STAGE 3

#### Stage 3 Behaviours

Any continuation of behaviour mentioned in stage 1&2, along with:

- Challenging authority
- Deliberately throwing objects with the intention of breaking them or causing harm
- Deliberately hurting someone
- Deliberately damaging property
- Leaving the class without permission
- Repeated refusal to complete set work
- Serious challenges to authority
- Harmful/offensive name calling
- Deliberate unkindness to others
- Fighting
- Serious misuse of the internet / ICT
- Persistent and wilful lack of application in lessons



#### Stage 3 Management / Consequence

To manage 'stage 3' behaviours the following should be adopted:

**EXIT:** immediate removal of a pupil from class and sending to work under the supervision of a member of the SMT can be imposed by class teachers for children who disrupt the learning of others. If a student is 'EXITED' then he/she will automatically have to sit a lunch time detention and will be required to adhere to any requirements as set out in stage 2.

#### **After school detention:**

These may be issued by a member of the SMT for individual Stage 3 transgressions or for persistent patterns of Stage 1&2 misbehaviour. For example, if a pupil has received 3 lunch time detentions for similar behaviours.

An after school detention can also be issued by the Head of Pastoral Care or Head for major first time issues as a one off sanction (for example bullying, theft, fighting, vandalism etc.)

Following any after school detentions / 'EXIT' the pupil may be issued with a report/support card they he/she must take to their lessons for the following 5 school days after the detention / 'EXIT' has taken place.

**If the child's behaviour does not improve after an afterschool detention is served or he/she has been 'EXITED' then moves to stage 4 Management / Consequences.**



#### Stage 3 Recording

If a student is EXITED or is served with an afterschool detention it is the responsibility of the Head of Pastoral Care to record this information on 3sys under Pupil Events - "After School Detention" or "EXIT"

Head of Pastoral Care will discuss the issue/behaviour with Form Tutor / Head of School at the next earliest convenience.

Parents will be informed the Head of Pastoral Care, by email, that their child has been given a detention or 'EXITED'

Parents are asked to email an acknowledgement and ideally to come into school to meet with the Head / Head of Pastoral Care before the end of the day. If possible the student concerned should be in this meeting.

## Junior School Behaviour Management – STAGE 4

### Stage 4 Behaviours

Any continuation of behaviour mentioned in stage 1, 2&3, along with:

- Repeatedly leaving the classroom without permission
- Storming out of class
- Fighting and intentional physical harm to others
- Throwing large dangerous objects
- Serious challenges to authority
- Verbal abuse to staff
- Persistent swearing
- Vandalism
- Stealing
- Persistent bullying
- Leaving the school premises in anger or to truant

### Stage 4 Management / Consequence

**Withdrawal:** planned removal from class and sending to work under the supervision of a senior member of staff can be imposed by class teachers for children who disrupt the learning of others. If a student is 'Withdrawn' then he/she may have to sit an afterschool detention and will be required to adhere to any requirements as set out in stage 3.

In cases of serious indiscipline or where repeated punishments have failed to stop less serious offences, the Head of the Junior School may place Upper School pupils on a '**school suspension**', where a child will spend the day in school but supervised away from his peers.

The Head of the Junior School may also **suspend a pupil** (where they return to their parents or guardian), for a period of between 24 hours and one week for very serious indiscipline, or less serious offences where repeated punishment has proved ineffective.

After suspension, the child and the parent/carer must meet with the Head teacher to discuss reintegration prior to the child returning to school.

If suspension is ineffective, the school may be forced to **exclude the pupil** or to require him/her to leave the school under the procedure described in Part B below.

### Stage 4 Recording

Immediate involvement of the Head /Head of Pastoral Care

Parents telephoned and, if possible, seen at the end of the day

3SYS: pupil behaviour recorded under JS Significant Disciplinary Action. This is the responsibility of the Head.

Letter home detailing the event and the school's response.

Involvement of outside agencies where required