

Founded 1642



New Hall School

Preparatory Divisions

Code of Conduct



The School's Ethos and the Aim of this Code of Conduct

Respectful and responsible behaviour establishes and upholds the Preparatory Divisions' learning environment as being positive, friendly, caring, healthy and safe. Strong relationships throughout the Divisions are based on the Gospel values of care, trust and respect.

The aim of the Code of Conduct is to provide a structure that helps pupils to manage their feelings; to feel safe, to be motivated, to empathise, to be self-aware, to develop social skills for living and learning together both at School and in their future lives. Fundamental British Values are actively promoted through this structure, as pupils develop an understanding of the rule of law, learn to appreciate individual liberty, enjoy their role in democratic processes, and foster a mutual respect and tolerance of their peers.

Expectations

Our expectations of pupils' behaviour are clearly expressed in positive terms and enable them to engage fully in their learning:

- **Show good manners all the time**
- **Care for everyone and everything**
- **Follow all instructions with attention and thought**



Rights and Responsibilities

Everyone in our School family has rights and responsibilities to make our School a happy place where people can learn and grow together:

- **The right to be respected and the responsibility to respect others**
- **The right to learn and the responsibility to help others to learn so that our God-given talents can be fully developed**
- **The right to be safe and the responsibility to keep others safe because everyone in our School family is special**

All members of the School community, including pupils, parents and members of staff are expected to support fully these rights and responsibilities.

In the Preparatory Divisions, we want to live, learn and love as Jesus showed us.

This means that we should love one another just as Jesus loves each one of us.

- **We should speak to each other in a polite way**
- **We should trust one another**
- **We should be honest**
- **We should respect each other's beliefs and cultures**
- **We should look after the world around us**
- **We should look after our School building and all the resources we use for learning and play**



Personal Presentation

Our School uniform:

- **Supports positive behaviour and discipline**
- **Ensures pupils from all backgrounds feel welcome**
- **Protects children from social pressures to dress in a particular way**
- **Nurtures cohesion and promotes good relations between different groups of pupils**
- **Ensures pupils are dressed safely and appropriately for all activities**

As ambassadors for the School, and in order to promote self-respect and a positive attitude for others, New Hall pupils are expected to present themselves neatly at all times, with zips and buttons done up and shirts tucked in.

Uniform requirements are outlined in the Parents' Information Book.

All Preparatory Division pupils are required to have their blazers in School at all times.

Long hair should be tied back and hair accessories should be red or black. Hair gel and high-fashion hair styles, such as partly-shaved styles, are not permitted.

No jewellery or nail varnish may be worn in school. Children may wear a small stud earring in each ear. A plain analogue black watch can be worn from Year 1 upwards. Apple watches, fitbits and similar technology are not permitted.

Positive Reinforcement





In the Preparatory Divisions we promote and reward good behaviour through the following:

- **Giving praise**
- **Awarding stickers**
- **Stars and certificates, linked to our House Point system, awarded for excellent class work**
- **Awarding of Green Cards in recognition of exemplary effort or behaviour.**
- **Awarding Green Cards to pupils in recognition of the embodiment of New Hall's Gospel Values.**
- **Every 5 Green Cards accrued in an academic year results in a certificate, which is issued in assembly.**



The Positive Behaviour Chart (Reception - Year 4)

The positive behaviour chart is used throughout the School to recognise the excellent behaviour, to act as a visual reminder of behaviour expectations to all pupils. Each pupil begins a new day afresh, with the opportunity to be rewarded for outstanding contribution and attitude to School life. Please note, if a pupil's standard of behaviour falls significantly below the expectations of the classroom teacher, the behaviour and consequence table in the Code of Conduct comes into effect. We reinforce positive behaviour through the awarding of House Points, Green Cards and acknowledge negative behaviours through Yellow, Amber and Red cards and appropriate sanctions.

| | |
|---|--|
|  | <p>Yellow Zone Children can be promoted if they demonstrate an exceptional effort in their work, attitude or actions.</p> |
|  | <p>Green Zone All children start each day on the green face. Children will demonstrate positive behaviour and attitude to all areas of everyday school life. This is the normal expectation of pupils in the Preparatory Divisions.</p> |
|  | <p>White Zone Children will be placed in this area having already received a verbal reminder. The purpose of this zone is to allow children to think of corrective strategies to improve their behaviour/attitude.</p> |
|  | <p>Red Zone Children may be demoted to this zone if their behaviour is not meeting the School's expectations and does not improve after being reminded. A child may be moved here having already received a verbal warning and spent time in the thinking zone. If a child is moved to the red zone then the appropriate sanction will be applied, e.g. missing part or all of a playtime. After a sanction or if behaviour improves, the child will move back into the green zone.</p> |

In life, there are always consequences to our actions. Similarly, in School, if behaviour is unacceptable, there will always be a consequence. Staff take individual circumstances, and the ages of those involved, into consideration.

Reception - Year 4

| Level | Examples of Behaviour | Possible Consequences | Level |
|-------|---|---|-------------|
| 1 | <p>Low-level disruption (talking whilst an adult is talking, calling out, interrupting, silly noises)</p> <p>Not following instructions</p> <p>Pushing in line</p> <p>Running in the corridor</p> | <p>Rule reminder</p> <p>Warning (white behaviour zone)</p> | |
| 2 | <p>Repeat occurrence of above</p> <p>Not working</p> <p>Being disruptive or cheeky</p> <p>Name calling</p> <p>Disrespectful/ threatening gestures / taunting/ teasing</p> <p>Rough play or play fighting</p> <p>Throwing small objects</p> <p>Misuse of technology</p> <p>Repeat occurrence of above</p> <p>Deliberately harming another person</p> <p>Deliberate damage to property</p> <p>Swearing</p> <p>Lying</p> <p>Misuse of technology</p> <p>Disrespectful behaviour</p> <p>Discriminatory language</p> | <p>Warning (white behaviour zone)</p> <p>Apology</p> <p>Missed playtime with the member of staff</p> | Yellow Card |
| 3 | | <p>Head of Division informed</p> <p>Parents informed by Class Teacher</p> <p>Missed playtime with the member of staff and timeout sheet/ booklet completed (red behaviour zone)</p> | Amber Card |

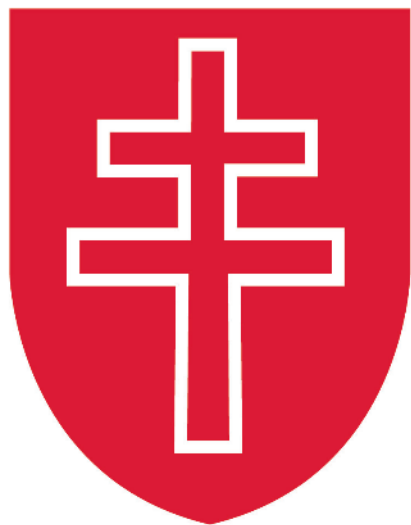
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|---|--|--|----------|
| 4 | <p>Repeat occurrence of above Fighting/biting Serious threatening/emotional/verbal abuse to another person Inappropriate use, or content, on a digital device/social media Refusal to do as asked and defiance Serious damage to property Malicious accusation Stealing.</p> | <p>Head of Division informed Meeting with parents Internal exclusion</p> | Red Card |
| 5 | <p>Repeat occurrence of above Extremely dangerous or violent behaviour, including possession of a dangerous object Deliberate absenteeism during the School day Serious physical abuse to another person Serious offensive/discriminatory language or gestures</p> | <p>Head of Division called Meeting with parents Fixed term exclusion Required removal</p> | |

NB. Study Cards may also be issued to pupils if homework is incomplete or below the expected standard. Receipt of 3 Study Cards will result in a Yellow Card being issued.

Years 5 & 6 Code of Conduct

| Level | Examples of Behaviour | Consequence | Level |
|-------|---|---|-------------|
| 1 | Low-level disruption (talking out whilst an adult is talking, calling out, interrupting, silly noises) Failure to follow instructions Pushing in line Running in the corridor Use of phones whilst in School | Rule Reminder | |
| 2 | Poor focus/behaviour in lessons Failure to follow instructions Persistent uniform infringements Name calling or teasing others Inappropriate Language Play fighting or rough play Misuse of technology <i>Repeat occurrence of Level 1 behaviour</i> | Subject teachers issue Yellow Card. Parents contacted by Class Teacher and Head of Division informed. Lost breaktime – time spent with class teacher or, if they are unavailable, outside HoD’s office Pupils may also be required to re-do any poor work done in the lesson | Yellow Card |
| 3 | Lack of Respect Serious misuse of technology Deliberate damage to property Swearing Lying Deliberately hurting someone Answering back/rudeness Discriminatory language <i>Repeat occurrence of Level 2 behaviour</i> | 30-minute lunchtime detention and lunch eaten in Beaulieu, in the same week as the offence with the Head of Division. Email sent home by Class Teacher. | Amber Card |
| 4 | Racism Physical violence Obscene or sexual language Intimidation Stealing Coercion of other pupils Harrassment of others Being out of bounds Repeated/ongoing Level 3 behaviour <i>Repeat occurrence of Level 3 behaviour</i> | Head of Division meet with parents and pupil. Pupil attends after school detention with Head of Division 1 hour after school detention in the same week as the offence (with Head of Division) | Red Card |
| 5 | <i>Repeat occurrence of Level 4 behaviour</i> | | |

NB. Other sanctions, in accordance with the School Behaviour Policy, may be required for serious or repeated unacceptable behaviour within the Preparatory Divisions. This could result in a fixed term exclusion or expulsion.





New Hall School

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