

Kings Monkton School

Behaviour & Discipline Policy

JANUARY 2019

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This Policy takes Account of:

- Behaviour in Wales: Good practice in managing challenging behaviour (ESTYN ISBN 0 7504 4019 8 2006)
- The Independent School Standards Regulations (The Education (Independent School Standards) (England) Regulations 2010 (as amended in January 2013)
- The Independent School Standards Regulatory Requirements September 2013 Part 3 Welfare, Health and Safety of Children Regulation 9 Part 6 Provision of Information Regulation 24 (3)(a)
- Education and Inspections Act 2006, Discipline, Behaviour and Exclusion (Sections 88-102)
- Learner Travel (Wales) Measure 2008, Travel Behaviour Code (Sections 12- 14)
- Behaviour in Schools – Safe and Effective Intervention 071/2009

Our School's Mission Statement

Mission statement

Giving our children the future they deserve

Our vision

At Kings Monkton School our vision is to create an inclusive community built upon a happy, innovative and outstanding learning environment.

Our mission and aims

At Kings Monkton School our mission is to prepare each pupil for life, enabling them to discover themselves and develop their gifts and talents; to fully realise their potential; and to achieve the highest standards of which they are capable. As a school therefore we aim:

- to offer outstanding teaching, providing an exciting, dynamic and challenging environment that inspires our pupils with intellectual curiosity and a love of learning
- to set high expectations so that all of our pupils achieve their very best and maximise their potential
- to celebrate the successes and achievements of all our pupils
- to enable all of our pupils to become confident, independent learners
- to provide a broad, balanced and rich curriculum that is accessible to every pupil
- to encourage each pupil, through the value we place on them, to grow in self-esteem, self-acceptance and confidence
- to care for, guide and support each pupil in their journey through the school
- to foster in our pupils a tolerance and respect for others and a deep concern to care for the environment
- To prepare our pupils to become the citizens of the future, able to make a strong contribution to society in a changing and challenging global world.

At Kings Monkton School we pride ourselves on being an inclusive, caring, and happy school with a tradition of hard work and lots of extra-curricular activities. We strive to ensure that all children reach their potential and get the best educational experience available.

Expectations and Values of our Pupils

The importance of good discipline

A school cannot function effectively unless it is a disciplined environment where pupils can learn and develop to fulfil their potential. At Kings Monkton School, we strongly believe that a successful education depends upon the school providing a supportive atmosphere in which pupils can learn and develop into rounded, caring and responsible young adults.

Good behaviour is essential to ensure that learning and teaching is maximised and all pupils reach their potential.

Aims

- To develop a whole school behaviour policy supported and followed by the whole school community, parents, teachers, children and governors, based on a sense of community and shared values
- By applying positive policies to create a caring, family atmosphere in which learning and teaching can take place in a safe and happy environment
- To teach, through the school curriculum, values and attitudes as well as knowledge and skills. (This will promote responsible behaviour, encourage self-discipline and encourage in children a respect for themselves, for other people and for property)
- To encourage good behaviour by providing excellent role models and a range of rewards for children of all ages and abilities
- To have a clear behavioural policy based upon clear and agreed expectations, values and understanding of what is accepted and expected behaviour within our school.
- To manage issues quickly and carefully so that problems do not persist or escalate.
- To ensure that staff are supported in delivering their lesson and that pupils are given the best educational environment possible in which to learn and maximise their potential.
- To have a policy that realises our mission of giving our children the future they deserve.

Code of Conduct for Pupils

This code applies throughout the school day, whenever pupils are on school premises, whenever pupils are engaged in school activities off site and when pupils are travelling to and from school.

It provides the basic expectations for positive behaviour in corridors, at lunchtimes, break times as well as in classrooms and anywhere on school premises.

- All pupils have the right to expect a high quality education and to feel safe.
- No pupil has the right to disrupt lessons so that teaching and learning are interrupted for other members of the class.
- No pupil has the right to behave in ways that could endanger the safety and welfare of others.

All pupils are expected to:

Follow instructions given in class:	LISTEN TO LEARN
	LEARN TO LISTEN

- Bring the correct books and equipment to school each day
- Show courtesy and respect to staff, visitors, each other and the fabric of the school at all times
- Be polite ... always say please and thank you
- Wear the correct school uniform with pride
- Respect your property and the property of others
- Be punctual to lessons
- Keep the school free from litter

REMEMBER!

'Keep equipment organised in a school bag and use a school locker to store items safely'

School Rules

These can be summarised in 4 simple statements:

1. Respect all members of the school community

Be polite, kind and helpful to teachers, support staff, visitors and other pupils at all times

2. Take care of the school environment

3. Take care of your own property and show respect for the property of others

4. Behave in a sensible manner

Never act in a way that is dangerous to yourself or others. Do not bring anything into school which would disturb the normal school routine or which is not for use in an activity approved by the school.

Mobile Phones

Mobile phones are allowed in school but should be switched off and left in pupil's bags or given to the Office for safe keeping. They cannot be used around the school site.

Reward Policy

Whole School

At Kings Monkton School we value the hard work and effort pupils put into their work and the pride they feel about being a member of our community. It is important that we recognise both individual and team success so that pupils feel encouraged and motivated to always try their hardest.

At Kings Monkton School we run a bespoke and specifically designed online "Reward Point" system (www.classcharts.com). Students are rewarded for their attendance, efforts and achievements in academic, enrichment and citizenship type categories. Students collect reward points, they have their own account that can be accessed from anywhere in the world. Parents also have their own login accounts and can monitor the behaviour and achievement of their child studying at Kings Monkton School.

At Kings Monkton School we have four houses, named after previous Principals – Skerry, Dark, Williams, Shewbrooks and all pupils are allocated to one of these houses. House points are automatically collated by the online reward system. House Captains are selected to organise events and support their houses in achieving additional points in the House Challenges.

At the end of the academic year rewards are given for:

- ✓ The House with the most points;
- ✓ The pupil who gains the most House Points, or contributes above and beyond to their House.

At the end of every academic year the school will award three trophies:

1. The Charity Shield – for the House that raises the most money for their chosen charity;
2. The Sports Cup – for the House that wins the most Inter House sports fixtures and Sport Day events.
3. The House Cup – for the House who has the most House Points at the end of the year.

The School Council is canvassed throughout the year to get an understanding of what prizes and rewards pupils would like as a result of their excellent effort and hard work.

How to get House Points

Teachers award House Points to acknowledge and reward pupils for:

- excellent behaviour
- consideration for others
- achievement
- effort
- outstanding citizenship
- contribution to school life



above

House Points can be awarded for things that pupils do above and beyond their 'normal' school activities to acknowledge, reward and motivate pupils.

House points awarded to pupils are recorded in their planners and logged onto SIMS. After gaining 15 house points, a pupil is eligible for a **Commendation Card**.

Pupils keep a cumulative record of their credits in their planners throughout the school year.

Certificates are awarded at Presentation Day according to the overall number of credits achieved.

Procedure

House Points may be awarded by any member of staff for a variety of reasons:

- a) Improved work
- b) Consistently diligent work
- c) Excellent class or homework
- d) Improved punctuality
- e) Consistently good timekeeping
- f) Excellent attendance
- g) More than usual helpfulness
- h) Kindness and consideration to other pupils
- i) Achieving goals in behaviour modification

Individual certificates celebrating achievements are awarded throughout the year, for example, achievements in clubs, school matches, young enterprise etc. In addition, teachers give verbal or written praise as often as possible. Pupils are encouraged to display their achievements in and out of school in assemblies and to their classes and teachers.

Sanctions

Sanctions are applied when behaviour of a child interferes with the learning and teaching of the class; causes disruption around the school; or when staff and pupils Health and Safety is affected.

At Kings Monkton School we pride ourselves on the good behaviour and conduct of our pupils. We have clear guidance on what is accepted and expected behaviour within the school, which is shared with pupils and parents to ensure clear boundaries are established.

Stepped Discipline Procedure

Step 1

Small scale issues should be dealt with at the source, either by the classroom teacher or by the member of staff on duty. The issue should be recorded on SIMS under the names of the pupils involved – please be advised that parent WILL BE ABLE to access this information so great care should be taken when entering this data.

Sanctions can include:

1. Note in planner
2. Detention – break/lunch
3. Contact Parents – telephone, e mail or letter (all letters should be checked by the Principal)

Please note, all non-completion of homework should be reported to parents either through the pupil's diary or direct contact, letter, email, phone.

Step 2

If an incident escalates, for example the pupil does not attend a detention, a referral to the Head of Faculty should be made. Both parents and pupils should be made aware of this.

Sanctions can include:

1. Note in planner from the HOF
2. HOF Detention – break/lunch
3. Contact Parents – telephone, e mail or letter (all letters should be checked by the Principal)

Step 3

If the pupil's behaviour does not improve then referral should be made to Marie Sidoli, Head of Pastoral, who will then intervene with the parents and the pupil. A meeting will be held with the pupil and their parents and a behaviour strategy plan will be discussed and agreed. This will be reviewed by Marie Sidoli after an agreed amount of time and fed back to the parents. At this point a Pastoral Support Programme (PSP) could be put into place.

Step 4

Failure to follow the behaviour strategy plan will result in referral to the Principal – Paul Norton. A meeting will be held with the parents and the pupil to discuss the suitability of the placement of the pupil in Kings Monkton School. Outcomes of this meeting can be:

1. Principal Report and Extended PSP
2. Exclusion – Fixed Term
3. Exclusion – Permanent

It is considered that sanctions 1&2 should be enough to resolve any behavioural issues within the school, and that permanent exclusion is only used in very rare circumstances. However, when these sanctions fail; for example, the pupil fails to respond to the Behaviour Action Plan; the behaviour falls well below the expectations of our school; or the pupil is excluded more than once on a fixed term basis; then they will be referred to the Disciplinary Panel.

Follow up behaviour

The Form Tutor should review instances each week recorded on the SIMS system. If a pupil has had three or more incidents in that week then the Form Tutors should contact the parents to make them aware of the situation. Again, this information should be recorded on SIMS and Marie Sidoli made aware of it via email.

Sanctions can include:

1. Form Tutor Report
2. Detention Extended over lunch

Major Incidences

For major issues these Steps can be skipped and the pupil immediately referred to Marie Sidoli or Paul Norton, Step 4 on the procedure. Major incidences can include:

1. Swearing at a member of staff
2. Bullying
3. Putting oneself, or others, in danger
4. Complete non-compliance
5. Smoking, drinking alcohol or using illegal substances

This is not an exhaustive list but an example of the type of incidences that could warrant a move to Step 4.

It is important to note that, at Kings Monkton School, we have a zero tolerance with regards to foul or abusive language to members of staff or other pupils.

Pupils caught smoking, drinking alcohol, or coming onto the premises drunk will be excluded from the school.

Pupils caught using illegal substances on premises, or entering the school under their influence, will be permanently excluded from school and have the matter referred to the police.

Appeal against a decision to exclude

In the case of exclusion, parents have a right of appeal to the Academic Board. Any such appeal must be made in writing within 5 working days of receiving written notification of the exclusion. The decision of this panel will be regarded as final.

Academic Board

In extreme cases, where permanent exclusion is being considered, the parent(s) and child will be invited to attend a meeting with the Disciplinary Panel; made up of the Proprietor, Mr Paul Norton or Mrs Karen Norton, a parent member of the Academic Board and a Staff Member of the Academic Board. A meeting will be convened to discuss the suitability of the child's placement at Kings Monkton School and will consider:

1. The ability of the school to meet the child's needs;
2. The class and other children within the school and the impact on their learning and development;
3. Staff welfare.

The Panel will be advised by key people within the school including (where appropriate); the ALNCo; Assistant Headteacher for Pastoral and Wellbeing; Head of Sixth Form; Primary Deputy Head.

Possible Outcomes:

The Disciplinary Panel will assess the situation that is discussed during the meeting and will listen to the concerns of the school and the parent(s). When considering a way to move forward the Panel can:

1. **Extend the fixed term exclusion** – this can be useful if the child would benefit from additional time outside of school to visit health care professionals or gain additional support from external agencies;
2. **Agreed Phased Return** – where parent(s) and the Panel agree a phased return, up to 3 weeks, where the child can be re-integrated within the school slowly to assess behaviour and impact on others. A structured behavioural plan and review period would be agreed and adhered to. Failure to meet this plan would result in permanent exclusion.
3. **Permanent Exclusion.**

The decision to permanently exclude will only be taken when:

1. The school feels it cannot meet the needs of the pupil and their place within the school is detrimental to the learning and teaching of other pupils;
2. When the pupil has conducted themselves in such a way that they have breached a major incidence within this policy i.e. bringing drugs onto the premises; or contravened safeguarding controls.

The decision of the Disciplinary Panel is final and there is no right to appeal.

Pastoral Support Programme

Pupils who do not respond to school actions to combat disaffection may be at serious risk of permanent exclusion or criminal activity. Such pupils may need longer-term intervention to keep them from dropping out of school altogether and not realising their potential. At Kings Monkton we are an inclusive school and work hard to ensure that all children achieve their best, but it is imperative that they cannot disrupt the learning of others.

When we have a child who is not responding to school sanctions and needs additional support and we feel that we can continue offering that support without affecting others we put into place a Pastoral Support Programme (PSP)

Main principles

The Pastoral Support Programme (PSP) is a school-based intervention to help individual pupils to better manage their behaviour and to identify any support mechanisms which need to be put in place. The PSP should identify precise and realistic behavioural outcomes for the child to work towards.

A PSP does not replace the special educational needs assessment process, although it might well form part of SEN planning for pupils with emotional and behavioural difficulties and be integrated with IEPs.

A PSP is intended as a means of providing additional support to avoid exclusion and must not be developed with the sole aim of excluding a pupil.

A nominated staff member should oversee the PSP. The plan should be short and practical with administration kept to a minimum. A school's ALNCo should be included in discussions on the PSP along with other partners as appropriate.

In constructing a PSP, schools should liaise with all relevant agencies and consolidate planning and monitoring meetings wherever possible.

In drawing up a PSP, the school staff, in conjunction with others, should consider the needs of the pupil taking into account the following:

- Health
- Home circumstances
- Learning needs and attainment levels
- Literacy and numeracy skills
- Other additional learning needs
- Educational history
- Significant personal relationships
- Relationships with staff or fellow pupils, or both
- Significant events
- Individual perceptions of all involved
- Specific behaviours and any patterns
- Attendance

These agreements need to be signed by parents and should involve LA support if the child is on a LA funded placement. The Disciplinary Panel will be kept informed of the PSP and the actions the school is taking to try and support the child.

Physical Intervention

Physical punishments, or the threat of them, are not used. Children are never shaken, smacked, humiliated, intimidated or shamed.

Physical intervention is only used where it is necessary in order to prevent personal injury to the child, other children, and an adult or to prevent serious damage to property. Any incident of this nature is recorded and the parent is informed of the incident on the same day.

At Kings Monkton our Learning Support Assistants (LSAs) are trained in STSS, a positive handling technique used to de-escalate behaviours and physically restrain pupils if necessary. The Principal and Vice Principal are also trained in the use of TEACH.

Parents

As a school we seek to encourage a partnership with parents as we believe that this is the most effective way of helping pupils to develop self-discipline and respect as well as positive patterns of behaviour. Parents can help:

- By recognising that an effective school behaviour policy requires close partnership between parents, teachers and children
- By discussing the school rules with their child, emphasising their support of them and assisting when possible with their enforcement
- By attending Parents' Evenings, parents' functions and by developing informal contacts with school
- By knowing that learning and teaching cannot take place without sound discipline
- By remembering that staff deal with behaviour problems patiently and positively and by supporting the actions taken by the school

Behaviour Modification Policy

At Kings Monkton School most of the children are very well behaved. There are, however, occasions when individual children exhibit behaviour which is unacceptable. The vast majority of this type of behaviour is dealt with in the context of our framework of sanctions and rewards, outlined above. In very rare and extreme cases we use behaviour modification strategies to try to change individual children's behaviour. These are used by all staff.

Each child is different, so it is important that the cause of the behaviour is investigated and plans made to meet individual needs.

A wide range of rewards, tailored to the individual child, are used to reinforce positive behaviour. These can include:

- Change in classroom organisation
- Using different resources
- Awarding credits
- Sharing good behaviour with other children/other classes
- Involving parents at an early stage to make an action plan together

By using a positive system of rewards and reinforcing good behaviour we aim to help children to feel good about themselves and to enable them to modify their behaviour so that they are able to continue as pupils of the school.

School Travel Behaviour Code

All pupils must behave responsibly and safely when travelling to and from school, whether by bus, taxi, train, bicycle, walking or any other way. Pupils must follow the rules in the Welsh Government School Travel Behaviour Code. The school will take action against any pupil who misbehaves on their way to or from school. The local authority also has the power to remove the right to school transport from pupils who

seriously misbehave when they are funding the transport.

Pupils should:

- * Always respect others, including other pupils, drivers and the public
- * Always respect vehicles and property
- * Always be polite
- * Never drop litter
- * Always behave well when travelling
- * Always follow the driver's instructions when travelling
- * Not distract the driver
- * Always cross the road safely and sensibly
- * Always travel by a safe route

Pupils have the right:

- * To be safe when travelling
- * To be treated fairly and with respect
- * To tell someone if somebody or something is causing them a problem
- * Not to be bullied or picked on

All pupils have copies of the School Travel Behaviour Code in their pupil planners and are made aware of their responsibility to comply with it.

Pupils who travel by bus to school must also follow the rules in the Welsh Government School Bus Travel Behaviour Code.

School Bus Travel Behaviour Code

- * When at the bus stop, always wait sensibly, off the road
- * Make an agreement with your parents what to do if the bus does not arrive or if you miss it
- * When the bus arrives, wait for it to stop. Never push or rush for the door
- * Show your bus pass (if you have been given one) when you get on the bus
- * On a school bus stay in your seat for the whole journey
- * On a public bus find a seat if one is available
- * Never block the aisle with your bag or other belongings
- * Always wear a seatbelt if one is provided
- * You must not distract the driver when he or she is driving
- * Never eat or drink on the bus
- * Never throw anything in or from the bus
- * Never damage or vandalise any part of the bus
- * Never operate the bus doors or exits, except in an emergency
- * Always follow the instructions of the driver or passenger assistant at all times
- * If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave by the safest exit
- * Never try and get on or off the bus until it has stopped
- * Always get off the bus sensibly, taking all your belongings with you
- * Never cross the road in front of or close behind the bus

School Rules

- 1 Pupils should behave in a manner which is considerate of others' well-being, safety and comfort.
- 2 Pupils must be polite and courteous at all times.
- 3 Correct school uniform must be worn at all times. The regulation school blazer should be worn to and from school including the final public examination period in Year 11. All pupils should have the correct sportswear.
- 4 Pupils must arrive punctually for the start of school and for the beginning of lessons.
- 5 Pupils must not leave the premises during school hours.
- 6 No outlandish hairstyles (unnaturally dyed hair, highlights or tram lines are not acceptable). The Principal will decide what constitutes an acceptable style and he should be consulted if there is any doubt about the suitability of a proposed hairstyle.
- 7 No make-up, nail varnish or false nails. No facial piercings or tattoos. No aerosol sprays. A single stud earring in each ear is acceptable.
- 8 No chewing. Chewing gum must not be brought to school.
- 9 No smoking (including shisha pens and e cigarettes) in school or at any time while wearing school uniform or when pupils are representing the school.
- 10 Pupils should keep money with them at all times. Large sums of money should not be brought to school. In exceptional circumstances money should be deposited with the office for safe keeping.
- 11 No items should be brought into school for the purpose of buying and selling.
- 12 Pupils must not deface property, including school buildings, furniture and books.
- 13 Pupils must not enter the laboratories, multi-gym, ICT Suites or Technology room during the lunch time or break times without permission from a teacher.
- 14 No jewellery including earrings that are not a pair of single stud earrings. Items which are worn contrary to school rules will be confiscated for an appropriate period of time. The school will not take responsibility for items which are worn contrary to school rules.
- 15 Textbooks are on loan from the school and the pupils must take responsibility for them. Losses will be charged to the pupil/parent. Textbooks must be returned at the end of the school year.
- 16 Homework should be submitted punctually.
- 17 A homework diary, recording assignment details and submission dates, should be kept by each pupil.
- 18 Mobile phones must be switched off during the school day and left in bags or given to the Main Office for safe keeping. Mobile phones should not be used to take pictures on the school premises except by permission of the Principal. If pupils abuse the use of a mobile phone in school they will forfeit the right to have them in their possession. At no point should a mobile phone be used for filming or taping people on the school property.
- 19 Pupils should not carry any sharp implements on them. This includes penknives, craft knives and scissors. Any pupil found in possession of such an implement, other than for use in the classroom, will be liable to immediate suspension/expulsion depending on the circumstances.
- 20 Any pupil found guilty of the possession and/or supply of drugs or other harmful substances will be severely punished. The school has a policy of zero tolerance in this area and reserves the right to expel a pupil in such circumstances.
- 21 There are some rules that cannot be broken under any circumstances and failure to uphold them can result in exclusion from our school:
 - Swearing at a member of staff;
 - Bullying;
 - Putting oneself, or others, in danger;
 - Complete non-compliance;
 - Smoking, drinking alcohol or using illegal substances.

Vision Statement

At Kings Monkton School our vision is to create an inclusive community built upon a happy, innovative and outstanding learning environment.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

The Learning Environment

Our school will:

- Provide your child with a high standard of education, within a balanced curriculum
- Ensure that our learning environment is stimulating and challenging
- Celebrate your child's academic and personal achievements
- Provide the scaffolding needed to enable your child to achieve their full potential
- Care for your child's safety and well-being by observation and listening to them

A Healthy, Happy Community

Our school will:

- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need
- Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support and scaffold them in their areas for development
- Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and open days
- Be very happy to welcome you if you would like to contribute to our school's broader curriculum. We recognise that the community of Kings Monkton School holds a wealth of talent, experience, diversity and enthusiasm that our school could benefit richly from

Homework

The school will:

- Set differentiated and achievable homework to extend the curriculum and provide the opportunity for independent learning. Clear information will be provided so that you will be able to help your child if required.
- Provide information and helpful support for you that will give you confidence to work with your child on homework.

The parents/carers will:

The Learning Environment

I as a Parent/Carer will:

- Make sure that my child arrives at school by 8.25 am
- Make sure that my child is wearing named school uniform or other suitable clothing and that their PE kit is brought into school at the beginning of each week
- Ensure that my child arrives in school every day with everything they need to learn, including their School Planner
- Endeavour to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home

A Healthy, Happy Community

I as a Parent/Carer will:

- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly
- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning
- Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and open days
- Support the school and Kings Monkton Parent Association (KMPA) when fundraising and organising activities for the benefit of a variety of causes and our school
- Support the school's policies and guidelines on learning, behaviour and uniform, both in School and at home

- Support school in the teaching of safe and secure Internet use at home

Homework

You as Parent/Carers will:

- Please support the school by making sure that homework tasks are completed and returned on time (a child who hasn't completed their homework is often an unhappy, worried one!)
- Please use your talents and experiences to enhance your child's learning at home – Your child will benefit greatly from what you can show them, discuss with them and teach them.

I, as a Pupil of Kings Monkton School, will:

- Understand that I have rights within the school, some of which are:
 - To be treated kindly
 - To be listened to
 - To be helped
 - To have a friend
 - To play and join in games
 - To be happy
 - To feel wanted
 - To be safe
 - To be special
- Respect other children's culture, race, feelings, beliefs and values
- Accept responsibility for the things that I do
- Be responsible for my school and home work
- Ask for help if I need it and try my best in all that I do
- Ensure that I take home all school letters
- Follow the school's Code of Conduct
- Be kind and speak politely to everyone in school
- Take good care of the building, equipment and school grounds
- Behave in a safe way
- Be helpful
- Tell a member of staff if I am worried or unhappy

Appendix C – PSP Paperwork

See shared drive staff/policies/behaviour/PSP for full documentation