



# THE HILL PREPARATORY SCHOOL

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## **POLICY FOR POSITIVE BEHAVIOUR AND DISCIPLINE**

This policy has 'Safeguarding Children and Child Protection', 'Every Child Matters', 'Excellence and Enjoyment', 'Healthy School' and 'Eco School' at its heart.

## **STATEMENT OF SAFEGUARDING CHILDREN**

At The Hill Preparatory School, our school community has a duty to safeguard and promote the welfare of children who are our pupils. This means that we have "Safeguarding Children and Child Protection Policy and Procedures" in place. All staff including our volunteers and supply staff must ensure that they are aware of our procedures. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/guardians first unless we have reason to believe that this is not in the child's best interests. Our Designated Child Protection Officer is Mr. Hans Christen, the Headmaster Principal. Good behaviour and discipline are key foundations for good education. Without an orderly atmosphere effective teaching and learning cannot take place. We expect and insist on the highest standards of behaviour throughout our school. Self-discipline and a love and care for other people are expected from all. This is important if we are to make our school a truly caring community.

## **PURPOSES**

1. To promote the spiritual, cultural, social, mental and physical development of our children.
2. To promote and value care, trust, respect for others, honesty, truth, fairness, tolerance and compassion, self-respect, self-discipline, respect for property and respect for the environment.
3. To encourage children to take on duties and responsibilities.
4. To encourage children to take responsibility for their own actions and behaviour.
5. To state clearly what is right and what is wrong.
6. To explain what is acceptable and unacceptable behaviour.
7. To promote the development of the 'whole' child with the support of parents and the wider community.

## **RESPONSIBILITIES OF PARENTS**

1. Protect and ensure the rights of their child to learn.
2. Support all the rules and regulations of the school, and ensure their child abides by them.
3. Provide their child with the resources, basic equipment and learning materials needed to complete school work.
4. Endeavour to promote positive inter-personal relations between pupil, teacher, other parents and the wider school community, in the best educational interests of their child.
5. Ensure they receive all academic reports from the school, regarding their child's progress.
6. Bring to the attention of the school authorities any personal circumstances or changes which affect the child in the school.
7. Provide – in good time – all documentation required or requested by the school.
8. Pay school fees in full and on time, as determined by the school.

## **RESPONSIBILITIES OF TEACHERS**

There is an obligation to be professional at all times: to abide by the rules, regulations and procedures as set out by the school. The preparation, presentation, follow-up and development of the academic, sporting and cultural programmes which fall under their jurisdiction at The Hill Preparatory School must be of the highest of standards and be to the best of their ability. There is an imperative to develop and maintain sound inter-personal relationships with all stakeholders.

## **CODE OF CONDUCT**

The Code of Conduct clearly states what behaviour is acceptable and what is not acceptable, i.e. the school rules. All children are expected to make a full contribution to the school and support the positive endeavours of all its members. A summary of the code of conduct is explained to each child and is displayed at the school entrance.

Rules are essential for the benefit of all in any community and we try to keep these as simple as possible, but we do expect them to be kept. They are:

**Children should behave in a responsible manner and are expected to do what they are told, when they are told, whilst under our care.**

**Consideration, courtesy and respect should be shown at all times.**

**Everyone should always try to understand other people's point of view.**

This means:

1. Listening carefully.
2. Taking turns in discussions.

**Children are expected to make it as easy as possible for everyone to learn and for the teacher to teach, whether this takes place inside or outside the classroom.**

This means:

1. Arriving on time with everything you need for each day.
2. Being courteous and orderly.
3. Handing in homework/assignments by the due date.
4. Remembering to bring back reading books by the date requested.
5. Keeping the classroom tidy and litter-free.
6. Listening carefully.
7. Following instructions.
8. Never cheating, lying.
9. Never stealing.
10. Helping each other when appropriate.
11. Being quiet and sensible at all times.
12. Never eating/drinking during lessons (water is allowed).

**Children should always show friendship, kindness and care to others.**

This means:

1. Never fighting.
2. Never pushing or pulling people.
3. Never hitting or kicking.
4. Never throwing objects at others.
5. Never bullying verbally or physically.
6. Never using race, gender, size or disability to harass or upset others.

**Children should be sensible and quiet when in school.**

This means:

1. Never running in or around the building or on the car park area.
2. Never leaving the fenced-in school premises to retrieve a ball or for any reason without permission (normally from a member of staff on duty outside at that time).
3. Never disturbing other lessons with noise.
4. Never barging but being ready to help opening doors, standing back to let people pass and helping carry things.
5. Not remaining in classrooms at playtime or lunch time without express permission of a member of staff, unless of course the weather is inclement – the judgement of this being left to the teacher on duty that day.
6. No borrowing or vandalizing other pupils' or teachers' property.

**Children should always speak politely to each other and all adults.**

This means:

1. Never shouting.
2. Never calling out to someone from a distance, especially in the classroom.
3. Addressing all adults in the proper manner.
4. Never using bad language, 'answering back', calling people names, teasing or any other form of verbal or physical abuse/abuse/bullying.
5. Never disturbing someone who is quietly working.
6. No prejudice or stereotyping.

**Children should be silent whenever they are required to be.**

This means:

1. Silence when entering or leaving the hall for Assembly.
2. Stopping what they are doing immediately they are required to, and listening at the end of playtimes, when the bell is rung.

**The school should be kept clean and tidy so that it can be a welcoming place of which we can be proud.**

This means:

1. Putting litter in bins.
2. Keeping walls, floors and furniture clean and unmarked.
3. Taking care of the displays of work.
4. Keeping off the shrubs, grass areas and field unless permission has been granted to use them.
5. Hanging up bags or placing them out of the way; keeping the corridor area clear.
6. Making sure uneaten food from packed lunches is kept in a properly closed food box.
7. Keeping lunch boxes in bags or lockers.
8. Ensuring that there is no deliberate damage to property/equipment.
9. Making sure there is no unauthorized use of equipment.
10. Ensuring that there is no unsupervised use of facilities.
11. Reporting accidental breakages/damage promptly.
12. Nurturing nature, do not destroy it.
13. Keeping out of flower beds.
14. No climbing trees or breaking branches.

**Children should take pride in their appearance and possessions and have respect for other people.**

This means:

1. That the correct uniform and P.E. Kit is worn properly.
2. That no jewellery is worn (except stud earrings and watches).
3. That no make-up, hair gel, peroxide, tints, streaks or nail polish is worn to school.
4. That long hair is tied back tidily away from the face using regulation "school blue" hair accessories.
5. That no radio/cassettes, mobile phones, valuables or large sums of money are brought to school.
6. Never taking other people's possessions.

**Children should remember that the school's reputation depends on the way they behave.**

This means:

1. Behaving sensibly and respectfully when on a school trip or coming to and going home from school.

**Children should make every effort to attend every day and be punctual.**

This means:

1. Being at school by 7.25am when the bell is rung.
2. Going straight into the classroom on arrival.
3. Waiting in the hall if parents are late at the end of the school day.

**Children (and parents) must show sportsmanship: "Win and lose graciously."**

This means:

1. No unsporting behaviour.
2. No questioning the referee's decision.
3. No bad language.
4. No unnecessary aggression.
5. No humiliating comments.
6. No booing.

## **GROUP TARGET BEHAVIOUR**

1. The class lines up in an orderly fashion.
2. The class walks quietly in line from venue to venue.
3. The class falls silent when there is a message being delivered.
4. The class leaves the classroom tidy at the end of the day.
5. The class is quiet when the teacher is busy with a visitor.
6. The whole class is in the classroom by 7.25am.
7. The class greets adults anywhere on the school property.
8. The class brings back circulars/slips/questionnaires by the deadline.
9. The class sits silently in Assembly.
10. The class brings their full, clean and correct P.E. kit on P.E. days.
11. The class behaves and co-operates during specialist lessons.

## **JURISDICTION AND SCOPE OF THE CODE OF CONDUCT**

The Code of Conduct is in force:

1. On school property prior to, during and following regular school hours.
2. At all official school events, both within and outside the regular school hours, where such school events are held under the auspices of the school management structures.
3. At all official school events which are held off the school property.
4. At all times when the learner is dressed in the school uniform and is recognizable as such, both on the school property or in the public view outside the school.

### **REWARDS**

Good behaviour is expected from all and is encouraged in a number of ways throughout the school. Pupils' sense of responsibility to the school community, pride in his or her contribution to the school and especially their own self esteem can be enhanced by:

1. The general ethos of the school and the warm, friendly environment.
2. Promoting positive relationships to achieve understanding and mutual respect.
3. Regular positive recognition of children's everyday acts of consideration.
4. Encouraging children to take on duties and responsibilities.
5. Encouraging children to be as fully involved in school activities as possible.
6. Encouraging children to accept responsibility for their actions.
7. Involving children in decisions that affect their lives.
8. Highlighting achievements publicly – in assemblies, drawing attention to parents and other children.
9. Rewarding attitude, conduct and effort appropriately.
10. Written comments.
11. Letters home.

12. Quiet praise from a teacher to a child who has demonstrated improvement from previously unacceptable behaviour.
13. Certificates designed by the children themselves.
14. Being sent to the Headmaster as a form of recognition.
15. Merit and effort badges presented at Assembly.

### **PUNISHMENT**

When unacceptable behaviour is displayed then it is necessary to provide for the punishment of that behaviour through a series of procedures which are clearly understood by all.

Punishments which are humiliating or degrading will not be used.

Punishments will be in proportion to the offence and unacceptable behaviour will be investigated before action is determined.

All punitive measure will focus on teaching more appropriate behaviour. Warnings and categorizations of misdemeanours will be given at the discretion of the Authority Figure, (Teacher, HOD, Principal) based on the following:

1. Age of the learner.
2. Severity of the offence.
3. Number of previous warnings/offences.
4. Personal circumstances of the learner.
5. Context of the misdemeanour.

All serious offences must be brought to the attention of the Principal. Repeat offences are likely to lead to a Disciplinary Hearing. Punishment options for detentions may include a letter of apology, “community” service (e.g. help tidy classroom, picking up of litter) or essay writing on how to improve.

### **SANCTIONS**

Sanctions take a variety of forms. If possible, the aim is that the child should make some form of reparation for the misbehaviour. It is essential that the child apologizes. Each class teacher keeps a book in which inappropriate behaviour is recorded. The “X” system is used to record incidents leading to detention.

The Principal keeps a record of any child who commits a serious misdemeanour. Letters to parents with regard to misdemeanours are kept on file as a record. If a second letter is necessary the parents of those children will be invited into school for an interview with the Principal.

Parents will also be invited to come into school to discuss their child’s behaviour whenever a teacher feels it is appropriate. Informal discussion between teachers and parents may take place at home time where appropriate.

Sanctions could include:

1. A verbal reprimand.
2. Moving a pupil’s position in class, isolating from the peer group.
3. Detaining a pupil at playtime or on a Friday afternoon.
4. The class teacher consulting with the parents of the child informally. The HOD is notified and relevant information is recorded.



5. The Class Teacher and the HOD being involved to implement strategies to improve and monitor the child's behaviour and keep the parents informed.
6. Intervention by the Principal.

Strategies may include:

1. The removal of privileges such as participation in school trips or sports events.
2. Placing a pupil on 'daily report' where teachers will comment during the day on behaviour.
3. Drawing up a 'contract' between the pupil, parent and school agreeing to the 'Code of Conduct'.
4. Implementing a Pastoral Support Plan highlighting the proposed strategies to support and improve the pupil's behaviour, agreed by staff, and the parents.
5. Some pupils may have academic and behaviour record cards to help them take responsibility for and be accountable for their behaviour. This is like a score card; scores being agreed by staff and the pupil and the form goes home weekly to parents. This is a short-term solution, and is maintained for a maximum of 3 weeks at a time. If the behaviour does not improve, the 'contract' is broken or a serious misdemeanour occurs, the pupils will be referred to the Principal and exclusion will be seriously considered as a last resort.

### **DETENTION**

A pupil will be automatically detained at playtime for:

1. Disobedience.
2. Hurting others/physical violence.
3. Disruptive behaviour.
4. Bad language, including references to race, gender, size or disability.
5. Answering adults back in an inappropriate manner.

Friday afternoon detentions will be the result of accumulating three "X" marks.

1. Detentions will be held in a classroom or outdoors.
2. Children should take with them everything they need to complete the punishment. During detentions, they will not work in class unattended by a teacher.
3. Pupils will be given at least one school days' notice before attending a detention.
4. The notice signed by the parent to acknowledge the detention is to be returned to the class teacher promptly.
5. The class teacher must be informed in writing if a pupil is unable to attend. Only long-standing appointments / arrangements or exceptional circumstances will be considered for postponement.
6. Failure to attend an afternoon detention without notification will result in two consecutive afternoon detentions.
7. Three afternoon detentions will result in a disciplinary hearing with the Principal and Parents.



### **EXCLUSION FROM THE CLASSROOM**

Children may be sent outside the room during lesson time for persistent disruptive behaviour which may prevent others from working or concentrating, but they will work in view of a member of staff.

### **SERIOUS OFFENCES – PHYSICAL BULLYING**

1st Offence:

1. Parents are advised by official letter; they sign a copy and return it to school.
2. The signed copy is to be placed in the child's file.
3. The child to write a letter of apology to the victim in his/her own time.
4. Counselling by the class teacher.

2nd Offence:

1. Meeting with parents.
2. The child is to receive a 1-day suspension from classroom.
3. The child is to receive formal counselling (internal).

3rd Offence:

1. Principal intervention.

### **SERIOUS OFFENCES – SWEARING/VULGAR LANGUAGE**

1st Offence:

1. Parents are to be contacted telephonically.
2. The child is to tell the parent what he/she said and the words used.
3. The child to do break-time detention and write a letter of apology to the teacher dealing with the case.
4. Counselling by the class teacher.

2nd Offence:

1. Meeting with parents.
2. The child is to receive formal counselling (internal).

3rd Offence:

1. Principal intervention.

### **SERIOUS OFFENCES – CONSISTENT, ONGOING DISRUPTIVE BEHAVIOUR**

1st Offence:

1. Parents are to be notified in writing.
2. The child is to do break-time detention and write letter of apology to the teacher and to the class.
3. Counselling by the class teacher.

2nd Offence:

1. Meeting with parents.
2. The child is to receive formal counselling (internal).

3rd Offence:

1. Principal intervention.

## **GENDER EQUALITY, DISABILITY, RACISM**

We fully recognize our duty to comply with equality and diversity norms, and we will do all to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief.

At The Hill Preparatory School, we undertake:

1. Not to treat disabled pupils less favourably for a reason which relates to their disability
2. To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage.
3. To do our best by all disabled members of our school community in relation to the requirements of this particular policy.

### **Racist Incidents**

'A racist incident is any incident perceived to be racist by the victim or any other person'. All such incidents will be recorded upon the appropriate form and dealt with.

## **GENERAL**

Lunchtime Class teachers are kept informed via the teachers on duty of misbehaviour during lunchtime. Sanctions will be administered following the aforementioned procedure. However, if a child's behaviour continues to be inappropriate, parents may be asked to take their child home at lunchtime.

### **Class Rules**

At the beginning of each school year the children will discuss and draw up their own list of class rules which will be agreed and displayed, and which may be amended at the class teacher's discretion.

## **CONCLUSION**

Parents are earnestly requested to co-operate with the school in seeing that the code of conduct is complied with and the highest possible standards are maintained.

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