

## Behaviour Policy

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# 1 Introduction

Windlesham School is committed to promoting a vibrant learning environment in which our children can thrive. We are proud to continue a long standing commitment to promoting positive behaviours and attitudes and provide a happy atmosphere in which staff, Parents and Carers work together for the welfare of our children.

This Policy explains how the School promotes and rewards positive behaviour. It also explains how we manage behaviour which falls short of our expectations. Set out below are our aims, objectives and values, together with our Code of Conduct, all of which underpin our Policy. This Policy has been written in consultation with staff, parents and carers, and the Governors.

## 1.1 Aims

- Provide an effective and safe learning environment for all children
- Encourage high expectations in all aspects of school life, enabling our children to develop responsible attitudes
- Encourage all members of the school community to be considerate, courteous and respect each other

## 1.2 Objectives

- Encourage positive attitudes amongst our children towards school life and the school community
- Uphold high levels of self-discipline, with clear expectations to maximise individual learning and collective achievement
- Provide clear guidance so that all children can achieve the above aims
- Provide excellent teaching experiences which promote good behaviour
- Safeguard children and promote their welfare
- Apply our Policy consistently
- Fulfil the School's legal duties

## 1.3 Values

- Respect and tolerance
- Honesty
- Responsibility
- Kindness
- Effort
- Self-belief

## 1.4 Code of Conduct

- We show respect and good manners at all times
- We work hard, try our best and are proud of our learning
- We are honest, kind, fair and inclusive
- We care for our School and the wider environment
- We listen carefully and follow instructions sensibly

## **2 The role of Parents and Carers**

Promoting good behaviour in our children is a partnership with Parents and Carers. This is expressed in the “Home-School Partnership”, which all Parents and Carers receive before any child joins the School. When accepting a place for their child at the School, Parents and Carers confirm that they accept this Policy and its implementation.

It is also important that good behaviour is promoted at home. Just as we expect our staff to be good role models, it is important that children learn positive behaviour from their Parents and Carers. As such the School expects Parents and Carers to treat all others in the School with respect and to listen to and understand any concerns raised by the School. Parents and Carers are also asked to support any measures put in place to help their child.

Parents and Carers will be kept informed about their child’s behaviour as set out in this Policy. Where necessary strategies for poor behaviour will be discussed with Parents and Carers so that a behaviour plan can be put in place.

Parents and Carers are also expected to tell the School where there may be issues the School is unaware of that may have an impact on their child’s behaviour so that these may be taken into account when dealing with any behaviour concerns. The School will also help and support Parents and Carers with any concerns they may have with their child’s behaviour at home.

Where behaviour is a cause for concern, Parents and Carers will be involved early and any strategies discussed. This is explained in more detail below. The School will update Parents and Carers regularly on this Policy and at intervals determined by the School, and will ask Parents and Carers to confirm they have read and agree with the policy.

## **3 The role of staff and Governors**

The role of staff includes:

- To role model good behaviour and positive relationships
- To create a positive climate with realistic objectives
- To explain the importance of values and of being valued
- To provide an effective learning and teaching environment
- To ensure positive behaviour based on kindness, empathy and respect
- To ensure fair treatment for all regardless of sex, race or ability
- To show appreciation of the efforts and contribution of everyone

All teachers and support staff are responsible for the modelling of good behaviour, positive relationships and dealing with incidents around the School.

The Governing Body has responsibility for setting the general guidelines on standards of behaviour and discipline. The Governors support the Headteacher and other staff in carrying out these guidelines. It is the responsibility of the Governing Body to agree the Behaviour Policy and its effectiveness. The Governors can review the Policy earlier than any proposed review date. This review may happen as a result of the Government introducing new regulations and guidelines, or recommendations that would result in the Policy being improved.

The Headteacher has the legal responsibility for maintaining discipline in the school and determining acceptable standards. It is the responsibility of the Headteacher to implement the School Behaviour Policy consistently throughout the School, and report to the Governors, when requested, on the

effectiveness of the Policy. It is also the responsibility of the Headteacher and the Governors to ensure the health, safety and welfare of all children in School. The Headteacher supports the staff by implementing the Policy, by setting the standards of behaviour, and by supporting staff in the implementation of the Policy.

## **4 Implementation of Policy**

To be effective our Policy will be communicated and implemented through:

- Clear expectations
- A system of recognition and reward
- Effective classroom management
- The effective use of sanctions

The School will ensure that it maintains a consistent approach to behaviour at all times. It will also ensure that all staff receive appropriate training and support. This is explained more below.

## **5 Behaviour outside of School**

It is important that positive behaviour is promoted outside the School and any inappropriate behaviour dealt with. Therefore, the Policy will also apply when our children are:

- Taking part in any school-organised or school-related activity
- Travelling to or from school
- Wearing school uniform

## **6 Clear expectations**

Our expectations are in the School's Code of Conduct. Our children are expected to respect and demonstrate these, whilst staff, Parents and Carers are expected to act as role models of appropriate behaviour. Our staff will consistently apply the Code of Conduct.

All classrooms will display the School's Code of Conduct and Values and these will be regularly discussed in class, tutor sessions, PSHE and assemblies. The expectations of behaviour around the School and during School activities off-site will be made clear by staff.

## **7 A system of recognition and reward**

We aim to create a climate where positive behaviour can be praised and rewarded. The examples set by staff in their relationships and communication with children, along with the example of Parents and Carers in their relationships with staff, all add to the sense of community within the School. The School rewards positive behaviour through class, team and individual rewards as set out below.

Types of behaviour that are praised and encouraged by the School include:

- Following the Code of Conduct and demonstrating the School values
- Contributing in lessons, showing effort and trying hard
- Demonstrating resilience/perseverance/self-belief
- Paying attention, focusing, showing good listening skills, following instructions
- Good work/excellent work
- Work that illustrates that considerable effort has been made
- Working well with others

- Working independently
- Consistently good/improved behaviour
- Whole class and team good behaviour
- Displaying good manners
- Being kind and helpful

The ways in which recognition and reward are used by the School to encourage good behaviour include:

- Verbal praise and positive feedback
- Written praise and feedback
- Stickers, Smiley Faces, certificates
- Display of work
- Marbles (leading to extra play, class treats etc.)
- Merit certificates
- Owl awards
- House points
- Animal rewards
- Certificates/awards for Sport
- Taking home Class Mascot
- Mention in School Newsletter
- Achievement assemblies (including Merit and Musical Performance Assemblies)
- End of term/year certificates and prizes
- Verbal and written communication with Parents and Carers

### **All years**

**Owls:** Every fortnight each teacher can celebrate some particularly good work for up to 4 in their class, by sending them and their work to the Headteacher or other senior member of staff (and on occasion a School Governor) to discuss their work. Each child receives an Owl stamp on their work, an Owl sticker for their jumper, and a special mention in the next issue of the School Newsletter.

**Marbles:** These are awarded to each class for good or improved behaviour. Marbles are collected in a jar which, when full, results in the class enjoying a treat. Marbles are never removed from the class marble jar.

**Merits:** Each week one child from each class is chosen by the teacher to receive a merit. Merits are usually used to reward children for pastoral reasons rather than academic, for example, for regularly observing our values. During a 'Merit Assembly', the Headteacher awards a certificate and badge to the child. The certificate is kept by the child and the badge is worn until the next Merit Assembly and then returned.

### **Early Years**

**Stars:** Stars are awarded for effort and achievement.

### **Years 2 and 3**

**Stars:** While marbles benefit the whole class, stars are used as an individual award system.

### **Years 4 to 6**

**House Points:** They are given to celebrate effort or achievement with a particular piece of work or positive behaviour such as being kind or helpful. The House Points awarded contribute to a running total for each House; the House with the largest total is congratulated at the end of each term.

## **8 Managing transition**

A whole School approach of the policy is taken and as our children progress through the School, transitions meetings between staff enable the new teachers to build on the social, emotional and behavioural skills developed by the previous teachers. We carefully manage the transition of the children as they progress through year groups, including Early Years and Key Stage so they understand what is expected of them. All children moving up a year group have sessions with their new class and teacher.

During the first two weeks of the Autumn Term, Parents and Carers are invited to attend a 'Your child in Year X' session (previously called 'Meet the Teacher' session). There is particular focus on the transition of children from Year 3 going in to the 'Tutor' system which starts in Year 4; during the Summer Term, Parents and Carers of children in Year 3 are invited to attend a 'Year 3 into Year 4 Transition' session. In the Summer Term, Parents and Carers of children in Year 5 are invited to attend a 'Preparation for Secondary School' session and in the Autumn Term, Year 6 Parents and Carers are invited to attend a 'Transition to Year 7 session'.

We have good communication and relationships with local secondary schools and children are encouraged to attend taster days and visit prospective new schools. The Headteacher and relevant staff liaise with the Headteachers and Heads of Year 7 in order to ensure smooth transition for our children. Not only are children prepared for the academic transition of moving to secondary school, but also for the behavioural, emotional and social side. We are especially careful in ensuring that transitions for children with particular needs are fully prepared at each stage. Class and form teachers are made aware of any child that may be 'at risk'.

As much information as has been supplied by Parents and Carers, along with previous schools if the child is transferring from another school, is drawn on in order for us to put systems in place to deal with behavioural difficulties of children that we have accepted.

When a child transfers to a new school, including secondary school, we send information as requested by the new school.

## **9 Further support for our children**

The class teacher or tutor has the key responsibility for dealing with the behaviour of the children. The staff and children also have the support of other members of staff such as Lower or Upper School Co-ordinators, the Director of Studies, the Deputy Headteacher and Headteacher. They also have the support of the School SENCO (Special Educational Needs Co-ordinator) where appropriate.

Where any children need more support, this will be discussed with Parents and Carers to build a behaviour plan. This may include the use of positive behaviour charts.

## **10 Children with special education needs and disabilities**

Special education needs and disabilities (SEND) will be taken in to account when giving rewards and applying sanctions.

Reasonable steps will be taken to avoid children with a learning difficulty or disability being placed at a disadvantage compared to non-disabled children. The School acknowledges that some children with more challenging behaviour may need specific support and individualised interventions. These will be discussed with Parents and Carers. These children will be brought to the attention of the School and will have an ILP (Individual Learning Plan) or SEND Support in place. Other agencies may become involved in order to assess the needs of the child.

## **11 Support systems for staff**

It is important that there is a consistent approach to behaviour. Staff are provided with suitable training to ensure consistency and the School provides a positive learning environment where children feel valued and are motivated to learn. All those who work with the children are aware of their roles in encouraging good behaviour whilst confidently tackling inappropriate behaviour and bullying. Staff have the support of the School line management system in all behaviour matters.

This includes Lower and Upper School Co-ordinators, the Director of Studies, the Deputy Headteacher and Headteacher. They also have the support of the School SENCO where appropriate. INSET training and any professional training for staff is supported by the School.

## **12 Dealing with behaviour which falls below expectations**

Where behaviour falls below our expectations it will be dealt with appropriately depending on the age of the child and the type of behaviour. Inappropriate behaviour will be dealt with immediately and in a calm manner. Poor behaviour can usually be dealt with by discussions about what the child has done wrong, reasoning with the child, a warning or time out.

Staff will also try to assess any particular reason for the behaviour. For example, distractions or whether a short break is needed.

The School has in place strategies and interventions for when behaviour issues are more serious or where there are frequent low level behaviour incidents and these are explained below. These strategies will be implemented so as to encourage a positive attitude and improve behaviour. Strategies for consistent poor behaviour will be discussed with Parents and Carers so that if necessary a behaviour plan can be put in place. Teachers may use a variety of the strategies explained below. The right one will often depend on what they think will be effective for the particular child. Any strategies used will also take into account the particular needs of the child (and any SEND) and for example, anything that Parents or Carers have told the teacher which may be having an effect on behaviour.

It is important that we make it clear that it is the behaviour that is disapproved of and not the child. We then clearly identify and name the negative behaviour with the child, why it is disapproved of and describe the positive behaviour expected. Corporal punishment is never used nor is the threat of corporal punishment.

While the School will always try to encourage positive behaviour and use reward strategies, sometimes intervention will be needed. It is important that the consequences of poor behaviour are understood by the children and that the system of interventions is clear and applied consistently and fairly. To ensure this, the School applies an Intervention Steps Table. This means that the type of intervention will depend on the nature of the behaviour and the particular needs of the child. Examples of the types of behaviour and types of intervention are set out below. Though the Table is to be used in a consistent way, strict adherence to it may not be appropriate depending on the needs of the child:

### **Early years**

Children in the Early Years are developing their understanding of, and settling into, the routines and expectations of the School. In these classes, staff work with the children to establish the rules and boundaries. The teacher's role is to support the children in having the necessary language and understanding to deal with a difficult situation eg. to move away from a situation, tell a grown up, find something else to do. The teachers offer reminders of, and choices for, appropriate behaviour eg., "We need to remember to share", "I'm looking to see who is listening".

It will be made clear the type of behaviour which is unacceptable and follow up with praise for the correct behaviours. It may be necessary for children to be removed from or redirected to another activity. As children become more developmentally aware of the boundaries, or if the behaviour of a child becomes challenging or more serious eg. deliberately physically hurting another child or damaging equipment, the child will then move straight to Stage 1 of the Intervention Table (see page 8).

Intervention Table			
	Behaviour	Intervention	Comments/Behaviour Strategies
STAGE 1	Behaviour that falls below expectations of the Code of Conduct eg. Talking over the teacher, low level attention seeking, calling out or making noises or not settling to task. Unkind behaviour, not sharing, not following instructions, hurting others, pushing etc.	Verbal warning	<ul style="list-style-type: none"> <li>• Reminder of expectations</li> <li>• Positive reinforcement</li> <li>• Remember to catch good behaviour and celebrate in class</li> </ul>
STAGE 2	As above, but continued despite verbal warning.	<ul style="list-style-type: none"> <li>• Visual warning eg. name moved from 'Sunshine' to 'Cloud'*</li> <li>• Name on board</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder of expectations</li> <li>• Check learning needs are met- asking children if there is a problem</li> <li>• Reconsider seating plan</li> <li>• Positive reinforcement/ use classroom rewards to motivate</li> <li>• Clearly warn of consequences of continued poor behaviour - provide with structured choices</li> <li>• Adapt task eg. Chunk work into achievable sections, change outcome (alternative way of achieving/ recording) with short term rewards</li> <li>• Remember to catch good behaviour and celebrate in class</li> </ul>
STAGE 3	Warnings ignored. Repetition of above behaviour in same session	<ul style="list-style-type: none"> <li>• Time out in a designated space in the class room or</li> <li>• Removal from classroom to another class for a short period of time</li> <li>• Behaviour that reaches stage 3 will be recorded on the School behaviour log and in the home/School diary</li> </ul>	<ul style="list-style-type: none"> <li>• Time out gives the pupil and their peers a break and a chance to get on with their work. It will also enable the child to see other children behaving well</li> <li>• The class teacher's discretion will be used to decide if a further loss of privilege is appropriate - such as missing a small portion of playtime</li> <li>• Opportunity for child to reflect with a member of staff</li> </ul>

<p><b>STAGE 4</b></p>	<p>Persistent behaviour that falls below expectations such as reaching stage 3 on at least 3 occasions over a short period of time</p> <p>and/or</p> <p>Behaviour incidents which may include deliberately causing a disturbance, general refusal to do things, challenge to authority, sustained lack of effort in learning.</p>	<ul style="list-style-type: none"> <li>• Meeting with Parents</li> <li>• Behaviour Support Plan put in place</li> <li>• SLT and SENCo involved</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Support Plan set up with input from SENCo to address difficulties and provide support strategies</li> <li>• 2 week plan with weekly targets for the child</li> <li>• Plan will go home daily with a Friday review</li> </ul> <p>In order to support the child, it may be appropriate to involve outside agencies at this stage.</p> <p>In consultation with SLT, one of the following sanctions or similar may be applied: loss of lunchtime/ playtime, writing an apology, sent to complete work with member of SLT, missing a club, loss of post of responsibility, losing eligibility to represent school at a fixture or missing a school trip or special event.</p> <p>Recorded on Behaviour Log</p>
<p><b>STAGE 5</b></p>	<p>Continued and persistent behaviour that falls below expectations, which has not improved despite Behaviour Support Plan being put in place.</p> <p>and</p> <p>Serious behaviour incidents which may include, but are not restricted to, physical violence, discriminatory or offensive language, damaging school property, Bullying (physical or emotional),stealing, serious challenge to authority, bringing prohibited or banned items into school, leaving classroom/lessons without authority, malicious allegations against other children or adults.</p>	<p>Meeting with Parents SMT and SENCo involved.</p>	<p>In consultation with SLT, one of the following sanctions or similar may be applied:</p> <ul style="list-style-type: none"> <li>• Loss of lunchtime/playtime, writing an apology, sent to complete work with member of SLT, missing a club, loss of post of responsibility, losing eligibility to represent school at a fixture or missing a school trip or special event.</li> <li>• Temporary (fixed term) exclusion</li> <li>• Permanent exclusion</li> <li>• Recorded on Behaviour Log</li> </ul>

\* Children in Years 1 and 2 will have their names /pegs on the 'Sunshine' display at the start of each School day. The names of children are transferred across the visual sunshine, cloud and storm cloud as per the stages of the Intervention Table.

Although under the Intervention Table, Parents and Carers will be formally notified at and after Stage 3, there will be regular communication throughout where staff consider it appropriate.

Behaviour that is a cause for concern will be reported to the child's Class Teacher, Class Tutor, the Lower or Upper School Co-ordinator as appropriate, the School SENCO as appropriate, Director of Studies, Deputy Headteacher or Headteacher.

Where a child reaches at least Stage 3 on the Intervention Table or lower level behaviour is persistently causing concern, it will be recorded on the School's electronic Behaviour Log by the class teacher or tutor. The Behaviour Log is the School's method for monitoring any patterns of inappropriate behaviour so that it can be dealt with at an early stage with the appropriate strategies to help the child.

All incidents logged will be discussed at each weekly Upper and Lower School Staff Meeting. The School SENCO (Special Educational Needs Co-ordinator) may also be involved in drawing up strategies. Parental support will be sought and any further action will be discussed with the Parents and Carers. In rare cases, when the problem cannot be resolved using the resources available in School, it may be necessary to involve an outside agency eg. behaviour support service, counselling, Educational Psychologist.

## 13 Serious incidents

In very rare cases there may be serious incidents requiring more serious intervention. These are dealt with overleaf.

### **Bullying**

The School takes all reasonable measures to ensure the safety and wellbeing of all children and staff. This includes protection from bullying. The School has in place preventative strategies through the development of a child's social, emotional and behavioural skills. Detailed information can be found in the School's Anti-Bullying and e-safety policies (on School website).

### **Exclusions**

In very rare cases it may be necessary to exclude a child from the School. The School will not do this lightly. Only the Headteacher can decide to exclude a child in consultation with the Chair of Governors.

**Temporary/ Fixed Term Exclusions:** These are sometimes referred to as a suspension. Parents and Carers will always be informed as soon as possible of a temporary or fixed term exclusion and will be asked to come to meet the Headteacher as soon as possible in order to receive a full explanation as to why the exclusion has been made. A letter of explanation is always provided following this meeting. The Headteacher will inform the Governors of the exclusion at the next scheduled meeting of the Governing Body.

Parents and Carers can appeal against the decision to the Headteacher or the Governors. An appeal against a temporary/Fixed Term Exclusion must be received by the School no later than 48 hours after the first day of the exclusion period. The child will remain away from School pending the outcome of any such appeal.

The School keeps a record of any child who is excluded for a fixed term. The Headteacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year and an individual fixed term exclusion will not exceed 5 days. The Headteacher has the authority to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

Examples of types of behaviour which could lead to temporary exclusion include:

- Physical violence
- Persistent bad behaviour
- Damaging School property
- Physical bullying
- Emotional bullying etc.
- Stealing

- Bringing prohibited and banned substances/items to School or to a School activity
- Malicious allegations against other children or adults

**Permanent Exclusions:** This is sometimes referred to as an expulsion or being expelled. The Headteacher will inform the Parents and Carers and Governors as soon as possible if the decision has been made to permanently exclude a child. Parents and Carers will be asked to come to meet the Headteacher as soon as possible in order to receive a full explanation as to why the exclusion has been made. A letter of explanation is always provided following this meeting.

The Parents and Carers can appeal against the decision to the Governing Body by following the School Complaints Policy and Procedure. An appeal against a permanent exclusion, must be received by the School no later than 15 days after the first day of the exclusion period. The child will remain away from School pending the outcome of any such appeal.

In some circumstances, the Parents and Carers may ask for the status to be recorded as 'withdrawn' rather than 'permanently excluded'. This will be decided by the Headteacher and the Parents and Carers will be informed.

Examples of types of behaviour which could lead to permanent exclusion include behaviours listed for a temporary exclusion depending on severity.

## 14 Confiscation of inappropriate items

Even in a school with such young children, we need to have in place a policy which explains what happens in the unusual circumstances of a child bringing an inappropriate item into the School.

In most circumstances a child will be asked to hand over any inappropriate item and will do so. Parents and Carers will be told, should any item be taken from a child. This may be at the end of the day or during the school day depending on what it is. The item will normally be handed back to the child or the Parent and Carer at the end of the day (again, depending on what it is).

School staff are able to search a child or their possessions with their consent if they believe they may have an inappropriate item.

Under the Education Act 1996 the staff may also search a child or their possessions without consent if they think they have reasonable grounds for suspecting that a pupil may have a "prohibited item". If at all possible two members of authorised staff will be present when a child or their possessions are searched.

### What is a prohibited item?

These are items listed in the Education Act 1996 and include items such as fireworks, tobacco and cigarette papers, alcohol and weapons.

In addition to the above, the School has identified the following additional items as prohibited items. These additional items include: catapults; long chain; mock guns and BB guns; laser pens; LED torches; aerosols (other than essential medicines); aerosol deodorants (children should use non-aerosol deodorants) and hair sprays; e-cigarettes; fire-lighting equipment (matches, lighters etc.); explosive or flammable items; chewing gum; inappropriate messages written on paper, in books or on personal objects; offensive material eg. homophobic, racist, pornographic; solvents and any substance regarded as a 'legal high'; any other drugs except medicines covered by the School's 'Parent Agreement for Windlesham School to Administer Medicine Form'; dangerous chemicals such as bleaches, hair dyes

etc.; condoms or items of a sexual nature; mobile phones; electronic devices; cameras. The list and the procedure may appear extreme but we are required to list in our Policy those items that are prohibited.

Written permission may be sought by Parents and Carers for their child to arrive at School with a mobile phone. They should be handed in to the School Office and collected when leaving. The School reserves the right to confiscate cameras or mobile phones and delete any unauthorised pictures or videos of children or staff.

## **15 The use of reasonable force**

Members of staff have the power to use reasonable force to prevent a child committing a criminal offence, injuring themselves or damaging property, and to maintain good order and discipline in the classroom (see separate advice - "Use of force to restrain children")

The use of corporal punishment is illegal in all circumstances.

## **16 Seclusion /isolation rooms**

Disruptive children may need to be placed in an area away from other children and adults for a limited period, in what is often referred to as a seclusion or isolation room. Any use of isolation that prevents a child from leaving a room of their own free will only be considered in exceptional circumstances. The School will ensure the health and safety of the child in such circumstances and any requirements in relation to safeguarding and child welfare.

The School will decide on how long a child should be kept in seclusion or isolation and the staff member in charge will determine what the child may or may not do during the time they are there. A child will not be kept in seclusion or isolation any longer than is necessary and the time spent there will be used as constructively as possible. The child will be allowed time to drink, eat or use the toilet. Parents and Carers will be notified as soon as possible if a child is placed in a seclusion or isolation room.

## **17 Intervention by colleagues**

On occasion, staff may require the assistance of other colleagues, a Co-ordinator, SENCO, Director of Studies, Deputy Headteacher or Headteacher. In such cases, these staff should be called to attend the incident or the child should be escorted by an adult to them. When an incident requires further investigation, for safeguarding purposes, children are attended to by at least two members of staff.

## **18 Malicious accusations against staff**

Any allegations against staff will be fully investigated. Allegations that are found to have been false or malicious will be removed from the personnel records of the member of staff. The School will apply appropriate sanctions in accordance with this Policy. This may include a temporary or permanent exclusion and possibly a referral to the police if there are grounds for believing a criminal offence may have been committed.

## **19 Guidance**

The Department of Education guidance 'Behaviour and Discipline in School advice for Headteachers and School staff (January 2016); [Behaviour and Discipline in Schools – guidance for governing bodies] and the [Searching, Screening and Confiscation – advice for Headteachers, School staff and governing bodies] has been read and used to guide the School on their legal obligations, powers and responsibilities in terms of promoting positive behaviour, discipline and managing behaviour at Windlesham School.