



FINTON HOUSE
SCHOOL

PASTORAL CARE POLICY

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Governing committee/sub-committee responsible: Safeguarding and Teaching & Learning

Signature: Ben Freeman, Headmaster

A copy of this policy is available to all governors and parents via the school website or a hardcopy on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

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1. Aims

Finton House aims to ensure that all children work and play to the best of their individual ability in an atmosphere of happiness and warmth, developing skills of self-respect, self-discipline and a great depth of caring for others including children with SEN. The ethos of Finton House reflects the Equality Act 2010. A clear moral code is important and staff aim to lead by example and encourage pupils in the values of care and consideration, kindness, generosity and respect. Warm and caring relationships are essential.

2. Principles

At Finton House, all individuals are valued and encouraged to do their best within an atmosphere of care and respect for one another. Warmth, positivity, the school rules, clear expectations and excellent communication underpin pastoral care. There are clear expectations made by the staff on standards of behaviour and work. Children at Finton House including those with special needs are expected to behave to a high standard at all times in accordance with the Finton House Goals and Rules (see Appendix A). However, children recognised to have specific educational needs that affect their behaviour, particularly those children with EHC plans, may, on occasion, receive a different sanction depending on their disability.

3. Rewarding Children's Good Behaviour and Good Work

At Finton House, children's behaviour and work is managed with a system of graded rewards supported by clear expectations of all staff. The consistent application and recording of rewards is very important.

The positive management of children's behaviour and work is seen as central to the success of limiting incidents of misdemeanour, misbehaviour and unsatisfactory work. Rewarding good behaviour and good work frequently, is seen as being of paramount importance. Class teachers may have complementary systems in place in their own class to help create clear expectations: for example a traffic light system of rewarding good behaviour in class and outside.

All opportunities to educate and promote the development of the child are seized upon. The system of rewarding good behaviour and good work, the use of PSHEE, assemblies and the work in class aims to promote the growth of responsible children. Children should learn to be polite, kind, hardworking and considerate of others. The school system of rewards is explained below and it is very important that staff exercise consistency in using these rewards. The Deputy Head Pastoral and Assistant Head Wellbeing may be consulted for advice and support in how to apply rewards. The Frameworks for Rewarding Good Behaviour (Appendix B) and Good Work (Appendix C) are designed to summarise the system and should be read carefully.

House Points

House Points are the first level of reward for either good behaviour or good work. Once a week, the prefects collect up the Class House Point Charts and enter the data into the House Point spreadsheets where they are monitored by the Houses Co-ordinator.

The House Points are recorded weekly and read out by different House Captains and the winning House is announced at the Whole School assembly on a Friday. The House Captains of the winning House then hoist their House flag at 3.30. House Points are collated at the end of term and the winning House is awarded a cup. In this way, it is hoped that children value being attached to a House and develop a sense of belonging. House meetings highlight and reinforce the value of winning House Points. Each member of staff is allocated to a house, which increases the sense of a house community.

At an individual level, children should be praised frequently and given recognition for their efforts and achievements through the awarding of a House Point or a House Point sticker. Children should then tell their class teacher so the House Point can be recorded on the class House Point Chart.

The younger children place a House Point sticker in the appropriate column. The older children record the House Point by tallying it on the Class House Point Chart.

House Point Certificates

The overall tally in the Lower School, Middle and Upper School is overseen by the Houses Co-ordinator who will award bronze, silver and gold certificates for House Points in the celebration assembly.

The Houses Co-ordinator produces House Point Certificates for Good Work and Good Behaviour and these are awarded to the child who has been given the most House Points in their class for Good Work and for Good Behaviour at the end of each term.

House Point Shields

At the end of term Prize Giving, a House Point shield for Good Behaviour and another for Good Work is awarded to the child in the Lower School, Middle School and Upper School who has been awarded the greatest number of House Points overall.

Head's Gold Stickers

A Head's Gold sticker is awarded for exceptional work or behaviour. For exceptional good behaviour, staff can send a child to the Head for a Head's Gold sticker with a brief note describing the exceptional behaviour. This helps to reinforce an understanding of why the behaviour is exceptional. For exceptional good work, the child brings the work to the Head's office or the Head visits the classroom at a timetabled time where the work is shared with the Head.

Celebration Certificates

The aim behind awarding Celebration Certificates in the Lower and Middle School is to highlight and praise each child in the class over the course of the year for either good work or good behaviour. The child's name and date together with the reason for each certificate is read out and each child is invited to come up to receive their certificate and then listen whilst the rest of the children sing the celebration song.

Commendation Certificates

The aim behind awarding Commendation Certificates in the Upper School is to highlight and praise each child in the class over the course of the year for either good work or good behaviour. The class teacher records the child's name, date and reason for the award onto an excel spreadsheet. Each week in Upper School assembly, the names and reason for each certificate are read out and each child is invited to receive their certificate.

Colours

Colours are awarded at Prize Giving to a child in Year 5 or Year 6 for excellence in the following areas of school life:

Academic

Sport

Creativity

Citizenship

Excellence may be demonstrated by a child consistently achieving A1 in a subject area or by some other clearly excellent achievement. When appropriate, other factors may be considered, these may include a particular achievement out of school – fundraising, outstanding contribution, etc. Any member of staff may send a recommendation to the Deputy Head (Academic), explaining why they believe a child should be awarded a Colour for Excellence. The Deputy Head (Academic)

will discuss the nomination with the member of staff, review the child's performance, and discuss the nomination with the Head. The badge (a bar) is awarded at an end of term Prize-Giving by the Head.

Cups and Prizes

There are a wide range of cups and prizes presented at Prize Giving at the end of each term. Staff record their nominations on the prize giving spreadsheets. The allocation of prizes is carefully co-ordinated by the Academic Head in liaison with the SLT.

Other individual award schemes

In addition to the awards listed above, individual teachers are at liberty to use their own systems in their own classroom. Examples of these include: Dojo points, table points, taking the class mascot home for the weekend.

4. Sanctions for Children's Poor Behaviour

Poor behaviour is categorised in three ways:

Level 1 (Minor Misdemeanours)

Level 2 (Major Misdemeanours)

Level 3 (Grave Misdemeanours)

There is a poster (see Appendix A) in every classroom which gives clear examples of behaviours and consequences.

Definitions and examples of these behaviours and consequences can be found in Appendix D-Framework for Sanctioning Poor Behaviour.

Level 2 and 3 behaviours are recorded on the Incident module on Engage and so are available to all staff.

Incidents

Investigating an incident

The investigation of an incident should take place in an atmosphere which is calm and private. The child should be asked to explain what happened and, if necessary, should write down what happened, independently or with help. If they are too young, they should be asked to explain what happened and this will then be written by an adult and read back to them for verification.

It is important to complete any investigation free from any judgments about behaviour.

On completion of an account on the Incident module on Engage, a copy is automatically sent to the Class Teacher and the Assistant Head of Wellbeing and Deputy Head Pastoral.

Decision about Sanction

After the incident has been shared with the Class Teacher, the child sees the Assistant Head of Wellbeing and, if deemed necessary, the Deputy Head or Head. The Class Teacher in conjunction the Assistant Head of Wellbeing makes a decision as to what the sanction should be. The Class Teacher or Assistant Head of Wellbeing will inform the parents, if it is a major or grave misdemeanour.

Letter of Apology

The child (children) will always be asked to write an apology with the necessary support. The letter should be properly laid out, detail what they are apologising for and above all come across as a genuine attempt to seek forgiveness.

Behaviour Detentions

A Behaviour Detention can be given to any child from Year 1 to Year 6 if the child commits a second Level 2 (major misdemeanor) or a Level 3 (grave misdemeanor). A Detention, if deemed necessary in Reception (i.e. EYFS) would be supervised in the Reception block by Class Teachers at a suitable time. A normal Detention is recorded on Engage and takes place on a Friday lunchtime supervised by the Assistant Head of Wellbeing. It usually lasts for 20 minutes and parents are informed. Detention is used as both an opportunity to write a letter of apology and a time for the child to reflect, put things right and realise the consequence of their actions. If the behaviour is repeated a third time the Head with the Deputy Head may decide to give an After School Behaviour Detention. Parents will be informed beforehand and suitable arrangements made. An After School Behaviour Detention is normally 45 minutes long.

Playground Payback

If a Y2-Y6 child is disruptive during lesson time or produces unsatisfactory work they will be required to payback 5 minutes of their play time during the next morning break. The member of staff giving the playground payback sanction will decide what is to be done during the 5 minutes and this usually is to complete an aspect of the work that should have been completed in the lesson. The payback sanction takes place in a classroom and is supervised by a Class Teacher, on a rota basis.

The Framework for Sanctioning Unsatisfactory Work (Appendix E) is designed to summarise the system and should be read carefully.

Playground Time Out

If a child demonstrates silly behaviour such as pushing in a line or talking when they should be quiet, a playground time out will be given. This is recorded by the teacher giving the time out in the behaviour book. The playground supervisors on duty will then ensure the child misses 5 or 10 minutes of the next playtime, depending on the level. They will then initial the sheet to show that it has taken place.

Behaviour Report Card

The Assistant Head of Wellbeing together with the class teacher may decide to put the child or children on a Behaviour Report Card. All staff will be informed in a whole school staff meeting of any Behaviour Report Cards in order that they may help. The Report Card is custom made to suit the age and behaviour of the child to include all children from Reception (EYFS) to Year 6.

Starts afresh each term principle

As a guiding rule, each child is given a fresh start each term if they have misbehaved in the previous term. However, the phase coordinator may make a judgement if the behaviour and history of behaviour is such that any incidents need to be followed up differently.

5. Sanctions for Unsatisfactory Work

Sanctions are designed to make clear that, at Finton House, work of a poor standard is not accepted. It is expected that every child should take care and pride in their work.

Work sanctions are most relevant to children when they are able to write independently and thus work sanctions are seen as being more applicable in the Upper School. It is possible that some redoing of work may be necessary or useful in Year 2 but this is rare. Professional judgment is exercised and staff may always refer to the Academic Team for further guidance.

Consistent and thorough marking of pupils' work is essential (see Assessment, Recording and Reporting Policy). Marking helps children (and parents) to understand what the expectations are

and how to achieve them. When work is below an acceptable standard of effort, lacks pride and shows little care or is of an inadequate amount considering the child's individual ability, it is important to ask the child to rectify their work by redoing it.

Unsatisfactory Work is always clearly marked against the work with a reason. Following marking, the work is talked through with the child to ensure that he or she understands why the work is unsatisfactory and what can be done to rectify the work.

6. The Governors' Role

The Governors of Finton House School are aware of the responsibilities and duty placed upon them to promote good behaviour amongst all pupils at the school. A designated governor (currently Clare King), reviews the Pastoral Care Policy annually ensuring it is implemented effectively. The Head's termly report to the governors contains a detailed written report on Pastoral Care issues.

Exclusion

In the unlikely event that sanctions fail and behaviour is deemed to be serious and/or dangerous then the Head, in consultation with the Educational Governor and the Chair of the Governors, may temporarily exclude a pupil. For serious, or persistent, breaching of the School Rules, pupils can be excluded for one or more fixed term periods, not exceeding more than 30 days in one school year. A decision to exclude a pupil permanently will only be taken as a last resort e.g. as a result of repeated anti-social behaviour, the child becomes a danger to themselves or others or where an exceptional 'one off' offence has been committed, e.g. serious violence or abuse, actual or threatened, against another pupil or carrying an illegal drug/ offensive weapon. In cases of bullying (please see The Anti-Bullying Policy), exclusion may be a necessary sanction. For Special Needs children please see the Special Needs Policy.

During any fixed-period of exclusion, the school will continue to provide education for a pupil, for example through work to be completed at home. The school will consider ways in which to reintegrate the pupil post-exclusion.

It is noted that some senior schools enquire about exclusions in their 11+ reference request paperwork.

Appeals

Parents are entitled to appeal to the Governing Board against exclusion, whether short-term or permanent. A letter stating the intention to appeal should be sent to the Chair of the Governors, at the school within 48 hours of the notice of exclusion being served. The Chair of Governors will refer the appeal to a Governor who will meet with one other Governor and one independent panel member (none of whom will have children in the school) as quickly as possible, and within five working days. The panel's decision is final.

Corporal Punishment

Under Section 131 of the Schools Standards and Framework Act 1998, corporal punishment is prohibited at Finton House School. The prohibition includes the administration of corporal punishment to a pupil during any activity, whether or not within the school premises. The prohibition applies to all members of staff.

7. Restraint or Physical Intervention

(Refer to Positive Handling and Physical Intervention Policy)

8. Pastoral Care in the Early Years Foundation Stage

The Pastoral Care Policy applies to all children in Finton House. The management of the behaviour of children in the Early Years Foundation Stage reflects the needs of younger children in the

Reception setting and allows children to progress to Year 1 happy and secure in the knowledge of how to behave. Please refer to the Framework for rewarding Good Behaviour and Good Work.

9. Pastoral Care Initiatives in the Lower, Middle and Upper School

There are a number of initiatives which are being practised throughout school. These are: mindfulness, zones of regulation and mentoring groups.

Mindfulness

Mindfulness is a technique whereby children are taught to focus their awareness on the present moment, while calmly acknowledging and accepting their feelings, thoughts and bodily sensations. A number of staff have been trained to teach the PawsB and the Dots Mindfulness course and it is now formally taught to Year 2, Year 4 and Year 6, with additional lunchtime drop-in sessions for years 4, 5 and 6. Other class teachers also practise it informally with their individual classes.

Zones of Regulation

This is a conceptual framework used to teach children self-regulation. It teaches the children to characterise their feelings and states into one of four zones: blue zone, green zone, red zone and yellow zone. They learn how to recognise and communicate how they are feeling in a safe, non-judgemental way and learn strategies and tools to help them to move between zones. Zones of Regulation is taught in Years 3 and referred to throughout the school.

Mentoring Groups

All children in Year 5 and 6 have a mentor who takes a group of 8 children once a week. The sessions are designed to enable the children to explore and expand their SMSC values (social, moral, spiritual and cultural) in a safe and friendly atmosphere with an adult who is not their class teacher and whom they can open up to. The mentoring sessions are an opportunity for the children to talk about themselves, share their thoughts, be reflective, take stock of themselves and what is around them and build their sense of perspective and self-worth.

Playground Pals

The Pupils' Council Representatives are given the opportunity to be playgrounds pals. They support harmonious and thoughtful play at playtimes and can be easily recognised by their bright orange bibs.

Super Sibs

This is a weekly club for the siblings of SEN children. It is an optional club which operates one morning a week and is designed to provide the children with a special time entirely focused on them.

Well Being Assemblies

These take place regularly and are designed to give the children an opportunity for reflection and calmness. All phases use Mindfulness practices, mindful stories and other tools.

Appendix A - Finton House Goals and School Rules



Finton Goals

At Finton House we aim to be our best selves every day by achieving our goals. This enables us to be a happy and successful team.

Self-Belief

We recognise our own strengths and understand that they may be different from those around us.

We encourage others to believe in themselves.

We learn from our mistakes and can deal with success and failure.



Kindness

We are kind and helpful, thinking of others and working co-operatively.

We include everyone, especially those who are different from ourselves and have differing needs. We are givers, not takers.

Respect

We show respect for the needs of other people, living things and the environment.

We value everyone's views and celebrate different faiths, beliefs and cultures.

We treat others as we would like to be treated ourselves.



Communication

We can share our thoughts and feelings with others through listening, speaking and our actions.

We can co-operate with each other, sharing and taking turns.

Curiosity

We are interested in the world around us and are keen to question, explore, learn and understand.



Resilience

We keep on going when things become difficult and try to keep optimistic and never give up. We always try to do our very best.

Morality

We know the difference between right and wrong and show this through what we say and how we behave. We are honest and truthful with each other.

We are able to forgive people when they do or say things which hurt our feelings.



BEHAVIOURS AND CONSEQUENCES POSTER



School Rules

No cycling or scootering in the playground at any time.

Always walk when inside the school.

Wear the correct school uniform with pride.

(no nail varnish or jewellery, shirts tucked in, hair tied back)

Only use the climbing frame, or playground equipment during playtimes.

Ask permission to enter the cloakrooms and classrooms during playtimes.

Always cross roads in silence, looking and listening for traffic.

Line up quietly and sensibly when asked.



Appendix B - Framework for Rewarding Good Behaviour

House Points for Good Behaviour		
Reward	Actions	Recorded
<p>A House Point for Good Behaviour (max 3)</p> <p>E.g. good manners, helping others without being asked, showing initiative and kindness.</p>	<p>Awarded by a member of staff for good behaviour.</p> <p>The child is given a House Point or House Point Sticker. The class teacher records it on the HP chart in the classroom.</p> <p>Each week the winning House will hoist their House flag.</p>	<p>The Prefects collect the HP chart weekly and record the data onto the House Point Spread Sheet supervised by the Houses Co-ordinator.</p> <p>The termly total is recorded by the Admin Team.</p>
<p>House Point Certificates for Good Behaviour</p> <p>Bronze, silver and gold certificate, may be awarded for ~50, ~100, ~150 House Points for Good Behaviour</p> <p>There is a fresh start each term</p>	<p>The Phase Coordinators hand out House Point Certificates for Good Behaviour in Assembly.</p>	<p>Recorded on Engage</p> <p>Overseen by Houses Co-ordinator</p>
<p>End of Term House Point Certificates for Good Behaviour</p> <p>There is a fresh start each term</p>	<p>A Certificate for Good Behaviour is awarded in the final House Meeting of the term to the child who has received the most House Points for Good Behaviour for their house in each phase.</p>	<p>Recorded in the Houses folder on Staff Admin</p>
<p>House Point Shields</p>	<p>Awarded in Prize Giving to the child with the highest number of House Points for each phase.</p>	<p>Recorded in the Prize Giving Book and the School Magazine</p>
Further Rewards for Good Behaviour		
Reward	Actions	Recorded
<p>Head's Gold Sticker for Good Behaviour</p> <p>Recommended by any member of staff for exceptionally good behaviour</p>	<p>The child is sent to the Head with a note describing the exceptional behaviour.</p>	<p>One sticker awarded – to wear</p>
<p>Celebration/Comendation Certificates in the Lower, Middle School and Upper School</p>	<p>Nominated by the Class teacher – each child is recognized through the award of a Celebration Certificate or a Commendation Certificate once a week in assembly.</p>	<p>Recorded on One Drive</p>
<p>Other rewards e.g. table points, stickers, stamps are awarded at the discretion of individual teachers and vary from class to class.</p>		

Finton House Goal Stickers	These are awarded to children who exemplify the Finton House Goals. They are given out infrequently and children are asked to explain why they have received them.	All staff
Prize Giving Awards for Good Behaviour		
Reward	Actions	Recorded
Cups	Nominated by staff, co-ordinated by the Academic Head	Recorded on Engage, the Prize Giving Book and the School Magazine
Colours	Nominated by staff, co-ordinated by the Academic Head	Recorded on Engage, the Prize Giving Book and the School Magazine

Appendix C – Framework for Rewarding Good Work

House Points for Good Work		
Reward	Actions	Recorded
<p>A House Point for Good Work (max 3)</p> <p>Awarded by a teacher (class teacher or subject specialist) for effort, improvement or achievement.</p>	<p>The teacher writes 'HP' in the child's book or on their work.</p> <p>The House Point is recorded on the HP chart in each classroom. A line is put through the 'HP' in the book/on the work to indicate it is recorded.</p> <p>Each week the winning House will hoist their House flag.</p>	<p>The Prefects collect the HP charts weekly and record the data onto the House Point Spread Sheet supervised by the Houses Coordinator.</p> <p>The termly total is recorded by the Admin Team.</p>
<p>House Point Certificates for Good Work</p> <p>Bronze, silver and gold certificates may be awarded for ~50, ~100, ~150 House Points for Good Work</p> <p>There is a fresh start each term</p>	<p>The Phase Coordinators hand out House Point Certificates for Good Work in Assembly.</p>	<p>Individual's house points are collected and recorded by the House Captains and the Houses Coordinator. Bronze, Silver and Gold certificates are recorded.</p>
<p>End of Term House Point Certificates for Good Work</p> <p>There is a fresh start each term</p>	<p>A Certificate for Good Work is awarded in the final House meeting of the term to the child who has received the most House Points for Good Work in all phases</p>	<p>Recorded in the Houses folder on Staff Admin</p>
House Point Shields	<p>Awarded in Prize Giving to the child with the highest number of House Points in each phase.</p>	<p>Recorded in the Prize Giving Book and the School Magazine</p>
Further Rewards for Good Work		
Reward	Actions	Recorded
Head's Gold Sticker	<p>Recommended by a teacher (class teacher or subject specialist) for exceptionally good work and sent to the Head at specified time.</p>	<p>Two stickers awarded – one to wear and one on the piece of work.</p> <p>Particularly exceptional work may be displayed on the Excellence Board outside the Head's Office.</p>
Celebration/Commendation Certificate in the Lower, Middle and Upper School	<p>Nominated by the Class teacher – each child is recognized through the award of a Celebration/Commendation</p>	<p>Recorded in the Commendation Book (US) and on Engage and Engage only (LS)</p>

	Certificate once a week in assembly.	Overseen by Heads of LS and US
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Prize Giving Awards for Good Work		
Reward	Actions	Recorded
Achievement Awards	Nominated by class teachers to a child in each class for achieving outstanding success.	Recorded in the Prize Giving Book and the School Magazine
Endeavour & Progress Awards	Nominated by class teachers to a child in each class for maintaining outstanding effort and hard work.	Recorded in the Prize Giving Book and the School Magazine
Cups	Nominated by staff, co-ordinated by the Academic Head.	Recorded in the Prize Giving Book and the School Magazine
Colours	Nominated by staff, co-ordinated by the Academic Head.	Recorded on the Colours Spreadsheet, Engage and the Prize Giving Book

Appendix D - Framework for Sanctioning Poor Behaviour

Level 1	Level 2	Level 3
Minor Misdemeanour	Major Misdemeanour	Grave Misdemeanour
Definition	Definition	Definition
Often a silly incident and the result of poorly thought out behaviour. The wrongdoer is often described as being careless, thoughtless or even clumsy in manner but did not fully intend any harm.	Intentional unkind behaviour with the intent of causing hurt to another or others through words, actions or physical force. Repeated minor misdemeanours.	Intentional unkind and nasty behaviour which gravely hurts another or others or planned damage to another or another's property. Repeated major misdemeanour.
Examples	Examples	Examples
<p>Pushing, bumping, rough play (in particular a younger child)</p> <p>Silly behaviour in the lunchroom or when lining up</p> <p>Shouting out inappropriately</p> <p>Coming in without permission during break</p> <p>Being noisy or running in communal areas e.g. stairs, corridors</p> <p>Minor damage to school property (rubbers etc.)</p> <p>One-off minor stealing e.g. a counter, a sticker, etc.</p>	<p>One-off incidents of the following:</p> <p>Physical domination or</p> <p>Rough play that causes hurt</p> <p>Angry threats</p> <p>Nasty comments</p> <p>Rudeness to teachers- answering back</p> <p>running away</p> <p>Sending an unpleasant note</p> <p>Damaging school property deliberately (graffiti etc.)</p> <p>Lying and not owning up/dishonesty</p> <p>Spitting</p> <p>Name-calling/swearing at peers</p> <p>Excluding children from games/ostracism</p> <p>Major or repeated stealing e.g. another child's property</p> <p>Misuse of online software</p>	<p>Repetition of major misdemeanour is considered grave.</p> <p>Fighting e.g. punching, kicking or biting (particularly if an older child)</p> <p>Serious assault e.g. strangling</p> <p>Swearing at adults</p> <p>Lying with the intention of damaging someone's good name</p> <p>Cyber-bulling e.g. unpleasant emails</p> <p>Malicious accusations including against staff</p> <p>Substance abuse of any kind, drinking, carrying an offensive weapon, smoking</p> <p>Misuse of drugs or any illegal substance</p>
Actions	Actions	Actions
<p>The member of staff responsible will investigate and speak to the child/children quietly and in a controlled manner so the full cooperation of the child/children can be assured.</p> <p>The child makes a verbal apology.</p>	<p>The member of staff responsible will investigate and speak to the child/children quietly and in a controlled manner so the full cooperation of the child/children can be assured.</p> <p>The child apologises and gives a verbal account of the incident and, if necessary, writes an account or a member of staff scribes what the child says.</p>	<p>The child is removed from the situation e.g. taken to the Assistant Head of Wellbeing or Deputy Head.</p> <p>Class teacher, the Assistant Head of Wellbeing, Deputy Head and Headmaster are informed.</p> <p>Child gives a verbal account of incident, and if necessary, writes an</p>

<p>The class teacher is informed.</p> <p>Playground Payback is given if child disrupts lesson time. Child then misses 5 minutes of playground break whilst being supervised by a teacher.</p> <p>Playground Timeout is given for silly behavior out of the classroom and child misses 5 minutes of playtime sitting outside on the bench.</p>	<p>Child writes an apology and does 10 minutes of Playground Timeout .</p> <p>The class teacher and Phase Coordinator will be informed. The child's parents may be informed by the class teacher.</p> <p>Some major misdemeanours may require a detention. This will take place on the first available opportunity and will be supervised by the Assistant Head of Wellbeing.</p>	<p>account or a member of staff scribes what the child says.</p> <p>Child writes an apology.</p> <p>Parents' informed and a meeting is set up between parents, class teacher and Head of Wellbeing/ Deputy Head. On occasion the Head may be involved, if necessary.</p> <p>Detention is given to be supervised at the first available opportunity. In certain instances an alternative action, may be taken, if appropriate.</p>
Reporting & Recording	Reporting & Recording	Reporting & Recording
<p>Level 1 incidents in the classroom are handled by the class teacher and are not recorded on the system.</p> <p>However Playgrounds Timeouts are recorded in the Minor Incident book so that playground supervisors can supervise these.</p>	<p>The incident should be recorded in the Incident Module (CPOMS) by the member of staff dealing with the incident.</p> <p>If a Report Card is issued, parents need to be informed.</p>	<p>The incident should be recorded in the Incident Module (CPOMS) by the member of staff dealing with the incident.</p> <p>The incident is reviewed by the Class Teacher/Assistant Head of Wellbeing/ Deputy Head if a Report Card is issued, parents need to be informed.</p>
	<p>Addendum for EYFS</p> <p>As EYFS children are new to the sanctions system and poor behaviours are often impulsive rather than deliberate, the sanctions for Major Misdemeanours may be slightly reduced and a verbal apology given.</p>	

Appendix E - Framework for Sanctioning Unsatisfactory Work

Unsatisfactory Work		
Definition	Actions	Recorded
<p>1st and 2nd 'Unsatisfactory Work'</p> <p>Given for a lack of effort, lack of pride, absence of care or lack of amount based upon knowledge of the individual.</p>	<p>Teacher sees the child & talks through work & their written comment. If the work is for a subject specialist, the class teacher should be informed.</p> <p>Child redoes work at school.</p> <p>Playground payback usually given.</p>	<p>Recorded on children's work</p>
3rd 'Unsatisfactory Work'	<p>As above and parents are contacted by the Class Teacher to share concerns and create an understanding as to the way forward.</p>	<p>Teacher records on Engage in academic section on Profile Entry.</p>
Further 'Unsatisfactory Work'	<p>As above and</p> <p>A member of the Management team supervises a Work Detention on Friday and speaks to the child about their work.</p> <p>The Assistant Head of Wellbeing may decide to issue an Academic Report Card.</p> <p>The Head and Academic Head are notified.</p>	<p>Head of Wellbeing on Engage in academic section on Profile Entry.</p> <p>Parents are rung up by the Head/Deputy Head and asked to meet the Class Teacher and the Head/Deputy Head.</p> <p>Parents notified about the arrangements for an After School Work Detention.</p> <p>A member of the Management or SLT team supervises an After School Work Detention and speaks to the child about their work again</p> <p>An Academic Report Card is likely to be administered and staff informed.</p>

Appendix F – Pastoral Care Team

At Finton House pastoral care is of paramount importance. The class teacher is the obvious first step. In addition, the following teachers also provide valuable support.

Name	Title	Responsibility
Catherine Hitchcock	Deputy Head DSL	To support Heads of Upper and Lower School in their pastoral roles.
Nicki Rhodes	Assistant Head of Wellbeing Designated Lead – Mental Health and Wellbeing Middle School Class Teacher	To assist, monitor and follow up with all behavioural issues both positive and negative in keeping with the current policy. To assist and support with any pastoral concerns parents may have and meet with them as required. To assist and support with any pastoral concerns teachers may have and meet with them as required. To keep pastoral care policies relevant and updated.
Sarah Cooper	Houses Co-ordinator Middle School Assistant Lower/Middle School Listening Buddy	To monitor and tally weekly house points and record on the system To inform school of winning house each week and hoist flag To monitor, record and create House Point Certificates for assemblies To monitor, record and create end of term House Point Certificates and Shield for end of term prize giving. To coordinate and support Heads of House To encourage opportunities for discussion to take place.
Emma Bransby	Upper School Assistant	To provide ideas and activities for use in the classroom to promote positive emotional wellbeing and behaviour. To encourage opportunities for discussion to take place. To provide pastoral resources for individual children when required.
Susan Dalton	Deputy DSL Upper School Class Teacher	To assist Deputy Head and Assistant Head of Wellbeing in following up any pastoral issues that may arise. To encourage opportunities for discussion to take place. To train children in conflict resolution so that they can assist in playground.
	Grief Counsellor	To support children.

		To support teachers and ensure they have all relevant information.
Nicholas Lane	PSHEE Coordinator Upper School Class Teacher	To work with staff and children to help instill goals that will develop the whole child through assemblies and PSHEE lessons.
Lucy Andrews	Deputy DSL	Assists the Safeguarding lead BN
In addition, the following staff are able to provide additional support if required as detailed.		
Nicola Blenkinsopp	Learning Support Coordinator (SENCo)	To provide help for children, if required. Encouraging and allowing children to talk about their concerns in a supportive, non-threatening environment. (Certificate in Counselling - 2004)
Lilly Gone Deborah Lee	Peripatetic School Counsellors	To provide counselling sessions for children requiring emotional support either in school or in their private practice.
Nicki Rhodes Nicholas Lane Anna Rowan Sasha Jones Charlotte Gates	Class Teacher Class Teacher Assistant Class Teacher Class Teacher	To provide Mindfulness counselling and support throughout the school.

Appendix G – Covid 19

COVID 19

The school is following the government's Covid 19 guidelines and ensuring that the children's mental health and wellbeing is of paramount importance.

All staff are closely monitoring the children and flagging any child who is a concern. Children flagged will be followed up and, if necessary, strategies to help the child will be put in place. The DSL will be informed and, where appropriate, parents will also be informed. The school has employed two counsellors in order to accommodate any additional requirements brought about by Covid.

Regular wellbeing and mindfulness assemblies are structured in order to help to give children more effective coping strategies.