



The Mall School

Behaviour, Rewards and Sanctions Policy

Statement

We aim to instill in our pupils a spirit of tolerance and mutual understanding, and an awareness of the needs of others. We want our pupils to enjoy coming to school as we believe confident, happy people are inspired to learn.

This policy applies to pupils in Reception to Year 6. There is a Positive Behaviour policy for pupils in nursery. The School has regard to the Behaviour and Discipline in Schools (2016) guidance and the Equality Act (2010), including issues related to pupils with special educational needs or disabilities and how reasonable adjustments are made for these pupils.

Behaviour

All children are expected to act with thought and consideration. A good standard of manners and personal appearance is encouraged as a reflection of pride in oneself and respect for others.

We want our pupils to be safe, stay healthy, take part in the life of the school, work hard, look after their own property and respect that of others. We aim to instill in our pupils a spirit of tolerance and mutual understanding, and an awareness of the needs of others.

The Deputy Head is the person responsible for behaviour, rewards and sanctions for Reception to Year 6. In the nursery, the nursery manager and her deputy are responsible for overseeing behaviour with a separate policy.

In school, the class teacher is the primary pastoral carer and meets pupils on a daily basis, taking registration, and sorting out any immediate problems the pupils may have with regard to the school day.

In all classes, an age-appropriate copy of The Mall Code is displayed in every class. This forms the basis of our behaviour curriculum and the focus of several assemblies in the Autumn Term which highlight the manner in which pupils from The Mall are expected to conduct themselves. In Reception to Year 3, The Mall Promise is used. Class teachers discuss these expectations with the pupils and display the code in classrooms.

In Reception to Year 3 the pupils are introduced to the DAFT procedure which explains how pupils should respond in the playground when someone is annoying them:

- Don't take any notice
- Ask them to stop
- Find somewhere else to go.
- Tell the teacher

A copy of the DAFT poster is displayed in all Reception to Year 3 classrooms and pupils are given The Mall Promise which they sign at the start of the year. Both are explained in assemblies during the year.

The school's Anti-bullying and Safeguarding policies are made available to parents on our website.

Mobile Phone & Electronic Devices Policy

The school holds a clear policy on the use of mobile phones in school as detailed in the Mobile Phone and Electronic Devices Policy. Any use of phones by pupils will be taken seriously in line with the Behaviour, Rewards and Sanctions Policy.

Rewards

The school's discipline procedures are based on a positive system of rewards. In the juniors and seniors, praise and positive feedback from teachers is vital. The principle of good behaviour is stressed by the Headmaster in assembly and reinforced by all members of staff.

Juniors (Reception to Year 2)

The focus is on highlighting positive behaviour through praise and reward. In the juniors there is a positive rewards system that includes the following:

- Praise and positive feedback (both verbal and written)
- Stickers
- Credits
- Headmaster's Commendations awarded by teachers and given out at a weekly assembly by the Headmaster for good work or behaviour. Each pupil usually receives one certificate a term.
- Pupils may be mentioned in the weekly newsletter
- In Reception, we make use of the Sun/Rainbow/Cloud system
- In Year 1, a visual system is adapted to make it more suitable for the children before they go into year 2

Year 3 and Seniors (Years 4 to 6)

In Year 3 and the seniors the reward system is based on credits. There are four houses, all named after Oxbridge Colleges although Pembroke also commemorates Pembroke House, a prep school amalgamated with The Mall many years ago. A pupil whose behaviour is particularly good or helpful, who makes a strong contribution in class, whose effort is particularly impressive (for them) or whose performance/achievement shows real progress, should be given credit. Credits are recorded on Engage and the teacher in charge of the house system tracks credits on a weekly basis and these totals are presented in assembly on a Friday.

Class teachers send pre-prepared postcards home when a pupil has earned sufficient credits. Pupils may receive bronze, silver, gold or platinum postcards depending on the number of credits they have received.

House competitions include music, spelling, art, public speaking, general knowledge, football, rugby, cricket, athletics, cross country and swimming with the following points allocation for each house:

- First place: 40 points
- Second place: 30
- Third place: 20
- Fourth place: 10

Pupils may also be awarded credits for individual performances within each competition.

Pupils whose work or achievement/performance is exceptional (relative to the individual's ability) will receive a Headmaster's Commendation in assembly. Teachers should give names to the Headmaster and send pupils to show their work. Additionally, pupils receive five credits for a commendation. Teachers should keep a tally of credits and commendations in their mark books.

There is a democratic voting system to select the positions of responsibility for Year 6 pupils. The teachers and the Year 3 to 5 pupils are asked to choose a School Captain and prefects, with each position being allocated a different score. The pupils with the highest overall scores will be put forward for the positions of School Captain or prefect. Other positions of responsibility include pupil council and librarian.

Prize Day takes place at the end of the summer term. The Old Mallian Prize (OMA) is given to a particularly hard-working pupil in each Year 4–6 class who is consistently kind, considerate and thoughtful and has made a significant contribution to school life as judged by the class teacher. There are leavers' prizes for all Year 6 pupils and there are also subject prizes. The subject prizes are selected using the criteria stated in Appendix 1.

Colours are also awarded to pupils in Year 6 for high sporting, musical or dramatic ability who have made an outstanding contribution in that discipline. The Head of Sport, Music, Art/DT or Drama recommends to the Headmaster those pupils and they are awarded colours ties in the end of term assembly. Pupils are selected for colours ties using the criteria for prizes (see below).

- Sports prizes are awarded to pupils who are regularly in the A team for a range of sports; have shown commitment and effort to all training and matches; conduct themselves in a manner expected of a Mall student; displayed a commitment to the squad's overall success as well as developing successfully as an individual; and shown perseverance and determination on all occasions. Sports colours are awarded at the end of each season.
- Music prizes are awarded to pupils who consistently reach a high standard of performance; regularly play a solo in school concerts; have been enthusiastic members of two or more ensembles over the year; and have excellent rehearsal skills through being punctual, well-disciplined and practising at home.
- Art and technology prizes are awarded to pupils who are talented; persevere; act on advice on how to improve; show creative thought; demonstrate excellent behaviour in lessons; and who produce a consistently high standard of work.
- Drama prizes are awarded to pupils who are talented and enthusiastic; who volunteer for every school play for which they are eligible; demonstrate good attendance at rehearsals and excellent behaviour in drama lessons.

Sanctions

The Headmaster (or the Deputy Head) may propose and authorise the use of any sanctions which are in line with good educational practice, encourage good behaviour and reinforce The Mall Code. Staff should consider all contributing factors when an incident of poor behaviour occurs and when considering a sanction. Contributing factors may include whether the pupil struggles with their emotional or physical regulation or wider mental health and, if so, staff should consider the possible underlying causes and award a sanction which is appropriate for the pupil's needs

Under no circumstances may any form of physical chastisement or punishment be used by staff (teachers, support staff, voluntary supervisors or anyone acting in loco parentis), whether or not on the school premises. The School rejects the use of corporal punishment. Staff may, however,

use physical intervention to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person including the child themselves (see the school's policy on Use of Reasonable Force). Staff must not threaten children with physical punishment nor any form of punishment which could have an adverse impact on the child's well-being.

Juniors (Reception to Year 2)

Sanctions may include:

- Verbal reprimand
- Being moved to another part of the classroom or to another class
- Writing an apology letter
- Meeting with other affected pupils with the Deputy Head during a breaktime
- Meeting with parents and the Deputy Head
- Giving younger children a presentation on the topic in which they have fallen short
- Undertaking an activity which matches the poor behaviour
- Minus credit
- Miss an upcoming event which the pupil is excited to attend
- Loss of part of break or lunchtimes (not the whole unless it is the afternoon break)
- Being sent to see the Deputy Head or Headmaster
- Report card for a fixed period (usually a week). The report card to be discussed with parents before it is implemented.

Rarely younger pupils may bite another pupil. Although it is important to consider why a pupil has bitten someone else all pupils must understand that this is unacceptable. If a pupil bites another pupil or member of staff the procedure is:

- Comfort the bitten pupil and administer appropriate first aid.
- Explain to the pupil who has been biting why it is unacceptable.
- Inform the parents of both pupils.
- Discuss with the SENCO and possibly use a social story about biting for a period of one week.
- If a pupil bites again, his parents may be asked to attend a school meeting to discuss next steps.

Where a pupil is repeatedly in trouble for the same offence it is important that the parents and the Deputy Head are informed and that a proper record is kept. When repeated misbehaviour suggests an underlying problem, external agencies may be contacted following consultation between the class teacher, Deputy Head/SENCO and parents.

Where a pupil is repeatedly physically or verbally abusive towards other pupils or staff, the class teacher must report this to the pupil's parents and the Deputy Head (see also the school's Anti-Bullying Policy).

Where a pupil has a special need or a disability, reasonable adjustments should be made. The Deputy Head/SENCO and class teachers will discuss individual cases directly with the parents and, where necessary, the relevant external agencies.

Teachers should record poor behaviour on CPOMS and alert the Deputy Head and the class teacher. When a pupil has received three entries of poor behaviour in a week, the pupil will be sent to the Deputy Head during a break time.

Year 3 and Seniors (Year 4 to 6)

In Year 3 and the seniors the disciplinary system is based on minuses. The Deputy Head is in charge of this system for the seniors.

Teachers operate a warning system for pupils. Pupils are verbally warned that if they continue with inappropriate behaviour they will receive a minus. Depending upon the seriousness of the behaviour a minus might be given without a warning. Minuses are normally given for:

- Misbehaviour, including online (normally after a warning)
- Disobedience (normally after a warning)
- Late homework (normally after a warning)
- Persistent poor work
- Dishonesty
- Bad behaviour such as fighting or swearing
- Breaking The Mall Code
- Unauthorised use of a mobile phone in school premises

Teachers of Year 3 and the seniors give a minus by recording it on CPOMS and alerting the Deputy Head, who will record the minus in the online minus register. The minus register provides a record of minor disciplinary offences and the Deputy Head monitors minuses on a weekly basis and liaises with the class teachers about further action.

Work that is badly or sloppily done must be repeated to the teacher's satisfaction, in the pupil's own time. Year 3 and 4 pupils should not normally be punished for poor organisation.

Where a pupil has a special educational need or a disability, reasonable adjustments should be made. Individual Education Plans and staff briefings will alert staff and individual judgement should be exercised. The Deputy Head/SENCO can advise staff.

It is not appropriate to give minuses for bullying as this will need full investigation, and the parents must be contacted (see the school's Anti-Bullying Policy).

A report/reward card may be used for a fixed period (usually a fortnight) to monitor a pupil's behaviour. The report/reward card will be discussed with parents before it is implemented.

When a letter of apology is requested by a member of staff, it will be handed to the Deputy Head in the first instance, who will photocopy it and pass on the original to the relevant member of staff. The photocopy will be filed. If a letter of apology by a pupil is deemed to be unsatisfactory, the Deputy Head will return the letter to the parents and request that the pupil writes a new letter.

If a pupil receives two minuses in a week, their parents are informed by the class teacher, who must record this on CPOMS, and the pupil will attend a 20-minute break detention with the deputy head. If a pupil has received three detentions in a term, the third detention will take place after school for 30 minutes (4pm – 4.30pm). If a pupil receives a fourth detention in a term, this detention will take place after school from 4pm – 5pm. Any subsequent minuses in the term will result in another after-school detention (60 minutes) and a meeting with the pupil, his/her parents and the Deputy Head in order to agree an appropriate plan to address the undesirable behaviour. In the seniors, if a pupil receives an after-school detention, The Mall Code forms the focus of their reflection with the Deputy Head.

If a pupil continues to receive minuses, the Headmaster will meet with the pupil and his/her parents to discuss other measures to address the pupil's behaviour.

Where a pupil has committed a serious offence, or has repeatedly received minuses or detentions which together represent an unacceptable pattern of behaviour a Saturday morning detention may be given.

The Deputy Head will keep a written record of detentions.

During the year there is a range of sporting activities, expeditions, residential trips and other activities. Participation in these is at the Headmaster's discretion and, where there is a serious concern about a pupil's ability to conduct themselves appropriately, they may be withdrawn from an activity.

Expulsion

If the Headmaster judges that a pupil's behaviour is detrimental to their own welfare or the welfare of others; is a risk in any way or seriously disrupts the learning of other pupils, the Headmaster will suspend the pupil from lessons while he speaks to the parents and reserves the right to suspend the pupil from school pending satisfactory investigation and assurances from the parent. Such assurances can include a written behaviour contract agreed between the school and the parents. Ultimately the Headmaster can decide to ask the parents to remove the pupil from school, in line with the Terms and Conditions signed by the parent and The Mall's Expulsion and Removal policy. The Headmaster keeps the record of any suspension or exclusion.

The Mall School
Autumn 2025
Review Autumn 2026

Appendix 1 Year 6 end of year prizes – subject criteria

The Old Mallian Association prize is awarded is given to a particularly hard-working pupil in each Year 6 class who is consistently kind, considerate and thoughtful and who has made a significant contribution to school life as judged by the respective class teacher.

Academic subject prizes are awarded to the pupils who have persevered; demonstrated outstanding knowledge and understanding of the subject; worked well in lessons; and who have produced a consistently high standard of work.

The non-academic subject prizes are awarded to the pupils who are talented; demonstrated outstanding skill; have persevered; acted on advice on how to improve; shown creative thought; maintained excellent behaviour in lessons; and who have produced a consistently high standard of work.

Sports prizes are awarded to pupils who are regularly in the A team; have shown commitment and effort to all training and competitions; conducted themselves in a manner expected of a Mall student; displayed a commitment to the team's overall success as well as developing successfully as an individual; and shown perseverance and determination on all occasions.

Appendix 2

School Behaviour Curriculum

The Mall School maintains a high standard of expectations through its policies, procedures and practices to form the behaviour curriculum. Some of this is documented through policy, whilst much is evident through our PSHE curriculum and the school's 'hidden curriculum' as follows:

- a) the school has high expectations of pupils' conduct and behaviour, which is commonly understood by staff and pupils and applied consistently and fairly to help create a calm and safe environment;
- b) school leaders visibly and consistently supporting all staff in managing pupil behaviour through following the behaviour policy;
- c) measures are in place and both general and targeted interventions are used to improve pupil behaviour and support is provided to all pupils to help them meet behaviour standards, making reasonable adjustments for pupils with a disability as required;
- d) pupil behaviour does not normally disrupt teaching, learning or school routines. Disruption is not tolerated, and proportionate action is taken to restore acceptable standards of behaviour;
- e) all members of the school community create a positive, safe environment in which bullying, physical threats or abuse and intimidation are not tolerated, in which pupils are safe and feel safe and everyone is treated respectfully; and
- f) any incidents of bullying, discrimination, aggression, and derogatory language (including name calling) are dealt with quickly and effectively.

The School maintains positive behavior curriculum through the following means (not exclusively):

- The Mall Code
- DAFT acronym
- Policies & Procedures
- Credits & house credit competitions
- Headmaster's Commendations for positive behaviour
- 'Shout outs!' in assemblies
- Recognition in form time
- Modelled behaviour by the school captains & prefects
- Responsibilities – librarians, school councilors, digital monitors, prefects, house captains, line leaders & class monitors
- Modelled behaviour by staff, parents and peers
- Mentors & buddies
- 1:1 Mentor teacher support
- SENDCo support
- PSHE curriculum
- Assembly content
- Visiting speakers and guests
- Trips and Visits