

Founded 1642



New Hall School

Preparatory Divisions

Code of Conduct



The School's Ethos and the Aim of this Code of Conduct

Respectful and responsible behaviour establishes and upholds the Preparatory Divisions' learning environment as being positive, friendly, caring, healthy and safe. Strong relationships throughout the Divisions are based on the Gospel values of care, trust and respect.

The aim of the Code of Conduct is to provide a structure that helps pupils to manage their feelings; to feel safe, to be motivated, to empathise, to be self-aware, to develop social skills for living and learning together both at School and in their future lives. Fundamental British Values are actively promoted through this structure, as pupils develop an understanding of the rule of law, learn to appreciate individual liberty, enjoy their role in democratic processes, and foster a mutual respect and tolerance of their peers.

Expectations

Our expectations of pupils' behaviour are clearly expressed in positive terms and enable them to engage fully in their learning:

- **Show good manners all the time**
- **Care for everyone and everything**
- **Follow all instructions with attention and thought**



Rights and Responsibilities

Everyone in our community has rights and responsibilities to make our School a happy place where people can learn and grow together:

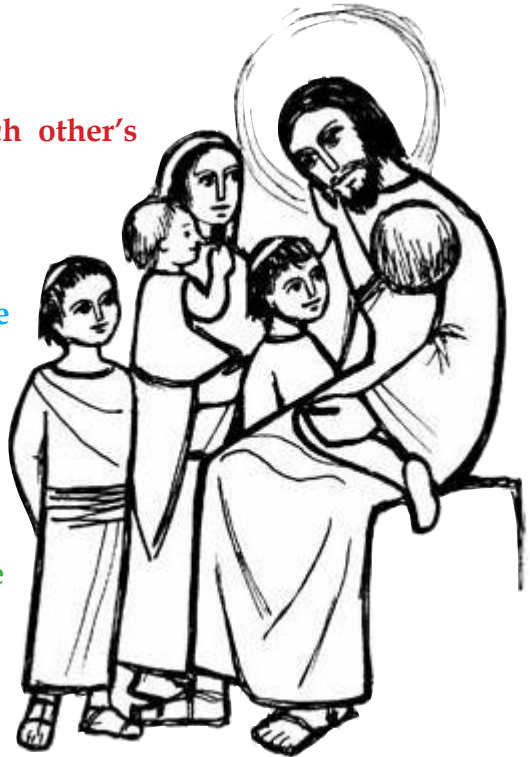
- **The right to be respected and the responsibility to respect others**
- **The right to learn and the responsibility to help others to learn so that our God-given talents can be fully developed**
- **The right to be safe and the responsibility to keep others safe because everyone in our School family is special**

All members of the School community, including pupils, parents and members of staff are expected to support fully these rights and responsibilities.

In the Preparatory Divisions, we want to live, learn and love as Jesus showed us.

This means that we should love one another just as Jesus loves each one of us.

- We should speak to each other in a polite way
- We should trust one another
- We should be honest
- We should respect each other's beliefs and cultures
- We should look after the world around us
- We should look after our School building and all the resources we use for learning and play



Personal Presentation

Our School uniform:

- **Supports positive behaviour and discipline**
- **Ensures pupils from all backgrounds feel welcome**
- **Protects children from social pressures to dress in a particular way**
- **Nurtures cohesion and promotes good relations between different groups of pupils**
- **Ensures pupils are dressed safely and appropriately for all activities**

As ambassadors for the School, and in order to promote self-respect and a positive attitude for others, New Hall pupils are expected to present themselves neatly at all times, with zips and buttons done up and shirts tucked in.

Uniform requirements are outlined in the Parents' Information Book.

All Preparatory Divisions pupils are required to have their blazers in School at all times.

Long hair should be tied back and hair accessories should be red or black. Hair gel and high-fashion hair styles, such as partly-shaved styles, are not permitted. Coloured hair extensions are not permitted, but extensions may be worn if they are of a naturally occurring hair colour.

With regards to jewellery, pupils with pierced ears may wear small plain stud earrings. Clip-on earrings should not be worn. Nail varnish should not be worn in School. Pupils may wear a small plain analogue black watch from Year 1 upwards. Apple watches, fitbits and similar technology are not permitted.

Positive Reinforcement

In the Preparatory Divisions we promote and reward good behaviour through the following:

- **Giving praise**
- **Awarding stickers**
- **Stars and certificates, linked to our House Point system, awarded for excellent class work**
- **Awarding of Green Cards in recognition of exemplary effort or behaviour.**
- **Awarding Green Cards to pupils in recognition of the embodiment of New Hall's Gospel Values.**
- **Personal postcards sent home by the Heads of Division.**



The Positive Behaviour Chart (Reception - Year 2)

The behaviour chart is used in the Pre-Prep Division to recognise the excellent behaviour and to act as a visual reminder of behaviour expectations to all pupils. Each pupil begins a new day afresh, with the opportunity to be rewarded for outstanding contribution and attitude to School life. Please note, if a pupil's standard of behaviour falls significantly below the expectations of the classroom teacher, the behaviour and consequence table in the Code of Conduct comes into effect. We reinforce positive behaviour through the awarding of stickers, House Points, Green Cards and acknowledge negative behaviours through Yellow, Amber and Red Cards and appropriate sanctions.

	Green Zone Children can be promoted if they demonstrate an exceptional effort in their work, attitude or actions. They may be issued with a Green Card
	Neutral Zone All children start each day in the neutral zone. Children will demonstrate positive behaviour and attitude in all areas of everyday school life.
	Thinking Zone Children will be placed in this zone if they have already received a verbal reminder of expectations. The purpose of this zone is to allow children to think of corrective strategies to improve their behaviour/attitude.
	Yellow Zone A child may be moved to this zone if their behaviour does not meet the School's expectations and does not improve after being reminded. A child may be moved to this zone having already received a verbal warning and spent time in the thinking zone. The pupil may be issued with a Yellow Card.

Reception to Year 2 Code of Conduct

Level	Examples of Behaviour	Possible Consequences	Level
	Low-level disruption (talking whilst an adult is talking, calling out, interrupting, silly noises) Not following instructions Pushing in line Running in the corridor	Rule reminder Warning (neutral zone)	Neutral Zone
1	<i>Repeat occurrence of the behaviour noted above</i> Poor focus/behaviour in lessons Being disruptive or rude Name calling Disrespectful/threatening gestures /taunting/teasing Rough play or play fighting Throwing items inappropriately Misuse of equipment Dropping litter	Warning (thinking zone) Apology	Thinking Zone
2	Deliberately harming another person Deliberate damage to property Swearing/inappropriate language Lying Misuse of technology Disrespectful behaviour Discriminatory language <i>Repeat occurrence of Level 1 behaviour</i>	Head of Division informed Parents informed by Class Teacher Missed breaktime with the member of staff and timeout sheet/booklet completed <i>Pupils may also be required to re-do any poor/incomplete work</i>	Yellow Zone & Yellow Card
3	Fighting/biting Serious threatening/emotional/verbal abuse to another person Inappropriate use, or content, on a digital device/social media Refusal to do as asked Serious damage to property Malicious accusation Stealing <i>Repeat occurrence of Level 2 behaviour</i>	Head of Division informed <i>Pupils may also be required to re-do any poor/incomplete work</i>	Meeting between Head of Division and parents

Years 3-6 Code of Conduct

Level	Examples of Behaviour	Possible Consequences	Level
	Low-level disruption (talking whilst an adult is talking, calling out, interrupting, silly noises) Failure to follow instructions Pushing in line Use of phones whilst in School	Rule reminder	
	Missing work Incomplete work Missing or incomplete homework	Break or lunchtime detention - time spent with class teacher or, if they are unavailable, outside HoD's office	Study Card
1	Poor focus/behaviour in lessons Running in corridors Failure to follow instructions Persistent uniform infringements Incorrect or missing equipment/kit (following a reminder) Name calling or teasing others Inappropriate language Play fighting or rough play Misuse of technology Receipt of 3 Study Cards Dropping litter Persistent lateness to lessons <i>Repeat occurrence of Level 1 behaviour</i>	Member of staff to issue Yellow Card and email parents. Class teacher and Head of Division to be informed. Break or lunch time detention – time spent with class teacher or, if they are unavailable, outside HoD's office Pupils may also be required to re-do any poor work done in the lesson.	Yellow Card
2	Lack of Respect Serious misuse of technology Deliberate damage to property Swearing Lying Deliberately hurting someone Answering back/rudeness <i>Repeat occurrence of Level 2 behaviour</i>	30-minute lunchtime detention and lunch eaten in Beaulieu, in the same week as the offence with the Head of Division. Email sent home by Class Teacher.	Amber Card

3	Use of discriminatory language e.g. racist, homophobic Physical violence Obscene or sexual language Supply/possession/use of smoking materials (e.g. vapes) Intimidation Stealing Persistent bullying Coercion of other pupils Harrassment of others Being out of bounds Repeated/ongoing Level 3 behaviour <i>Repeat occurrence of Level 3 behaviour</i>	Head of Division meet with parents and pupil. Pupil attends after school detention with Head of Division 1 hour after school detention in the same week as the offence (with Head of Division)	Red Card
4	<i>Repeat occurrence of Level 4 behaviour</i>		

NB. Other sanctions, in accordance with the School Behaviour Policy, may be required for serious or repeated unacceptable behaviour within the Preparatory Divisions. This could result in an internal exclusion, a fixed term exclusion or expulsion.





New Hall School

Independent Catholic boarding & day school for ages 1-19

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