

# **WOLVERHAMPTON GRAMMAR SCHOOL**

## **BEHAVIOUR MANAGEMENT POLICY – JUNIOR & INFANTS**

Wolverhampton Grammar Junior School aims to encourage pupils to adopt the highest standards of behaviour, principles, and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all our pupils is key to their development. The school aims to teach trust and mutual respect for everyone. It believes that good relations, good manners, and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. The school develops qualities of teamwork and leadership through its extensive programme of extra-curricular activities.

Wolverhampton Grammar Junior School is an inclusive community. Pupils from a wide variety of ethnic and social backgrounds and faiths are welcomed. Everyone is treated as an individual. The school's aim is that each person develops such that they are equipped to take their place in the modern world.

Wolverhampton Grammar Junior School's staff will not threaten or use any form of corporal punishment when setting out its sanctions for poor behaviour amongst pupils.

### **Code of Conduct**

Wolverhampton Grammar Junior School's community of directors, staff, parents, and pupils adhere to an established routine and code of conduct, rather than to lists of rules. Education is a partnership. Wolverhampton Grammar Junior School staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The school expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

Pupils must treat staff and each other with consideration and good manners and respond positively to the opportunities and demands of school life. Pupils should follow the school's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect; particularly the vulnerable. Harassment and bullying will not be tolerated. Wolverhampton Grammar School's anti-bullying policy is on the school website. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation, physical disability or learning difficulty.

Wolverhampton Grammar Junior School takes its duties under the Equality Act 2010 seriously and makes reasonable adjustments for pupils with special educational needs/disabilities.

Wolverhampton Grammar Junior School pupils are expected to be ready to learn and to participate in school activities. They should attend school and lessons punctually and meet the school's attendance expectations as set out in the school's Terms and Conditions and School Rules document. They should care for the buildings, equipment, and furniture. The school expects pupils to behave at all times in a manner that reflects the best interests of the whole community.

Wolverhampton Grammar Junior School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff, or other individuals, which might include suspension or exclusion.

## **Involvement of Pupils, Parents and Guardians**

Parents and guardians who accept a place for their child at Wolverhampton Grammar Junior School undertake to uphold all the school's policies and regulations, when they sign the Parent Contract. They are expected to support the school's values in matters such as attendance and punctuality, behaviour, uniform and appearance, standards of academic work, extra-curricular activities and homework or private study.

The ethos of and respect for the school is enhanced when pupils contribute constructive suggestions in form time, via the School Council, through lessons or to any teacher. The Junior School is always happy to consider suggestions from parents and pupils and hopes that all stakeholders find the school responsive and open-minded.

In the event of any behaviour management issue, the school will liaise closely with parents and, if relevant, other support agencies including Wolverhampton Safeguarding Board.

## **Unexplained Absences**

The school will telephone and/or text the pupil's home on the first day of an unexplained absence. It is the school's policy not to sanction holiday during term time.

## **School Rules**

The school's rules and regulations are designed to encourage positive behaviour and self-discipline. The Junior school rules are appended. Our aim is to reward and encourage good behaviour through a system of positive rewards, focusing on our three main rules:

- We are always kind
- We are always polite
- We always try our best

These rules are designed to encourage positive behaviour and self-discipline. The aim is to reward and encourage good behaviour through the awarding of points as follows:

### **Positive Rewards**

Are awarded as follows:

- Good Conducts - acts of selfless service to the school community, over and above that which would normally be expected of a WGJS pupil.
- 3Cs (care, courtesy, and consideration) Nominations – for exceptional acts of service in or out of school
- Commendations - for excellent work
- Head's Commendations – for outstanding work

### **Misconduct**

It is vital that each teacher regards the conduct of pupils as their responsibility. Sanctions help set boundaries and to manage challenging behaviour.

When an act of poor behaviour occurs, a pupil should be asked to desist. If they continue to behave poorly, a Behaviour Notification should be issued. If poor behaviour continues, the teacher may decide to move the pupil to a different location in the classroom in order to give them the best possible chance of amending their behaviour. On the rare occasion this does not solve the problem, the pupil should be sent directly to the Head of Junior and Infants. Five Behaviour Notifications in one term will trigger a

phone call to parents from the Head of Junior and Infants.

## **Sanctions**

The Head of Junior and Infants undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Examples of sanctions include:

- staying in at break time and/or lunch time
- withdrawal of privileges;
- withdrawal from a lesson or lessons, school trip or team event;
- suspension (internal or external) for a specified period, removal, or exclusion.

Pupils and parents should be clearly aware of the more serious sanctions, including temporary and permanent exclusion, that the Head of Junior and Infants can impose for serious breaches of the rules and regulations (including criminal behaviour). A balance of probabilities test will apply to whether or not breaches of the rules, or misconduct has occurred. Examples of serious breaches of the rules and regulations include:

- physical assault/threatening behaviour
- fighting
- theft
- damage to property
- bullying: verbal, physical or through social media (cyberbullying)
- persistent disruptive behaviour; and/or
- racist or sexist abuse
- sexual harassment
- malicious allegations against staff
- poor parental behaviour.

The decision to exclude a pupil is a serious one. Typical reasons for exclusion are:

- As a final step, after a concerted effort for dealing with disciplinary (or non-compliance) issues following the use of a wide range of strategies, has been employed without success, or where a pupil's presence in the school could be deemed detrimental to the safety or learning of others in the school community;
- In circumstances of exceptional behaviour (or defiance), where it could be deemed appropriate to exclude for a first or one-off offence. In such instances the school may consider police involvement (or the involvement of other authorities).

Following a decision to exclude a pupil, parents are entitled to request a review of the processes leading to the decision. Details of the review process will be provided by the Head at the point of exclusion.

In applying sanctions, especially those with serious consequences, Wolverhampton Grammar Junior School undertakes to take reasonable steps to avoid placing pupils with a disability (including SEN) at a disadvantage compared to pupils who are not disabled.

Wolverhampton Grammar Junior School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed. This register is reviewed regularly by the safeguarding team to identify trends in behaviour.

## Physical Restraint

The use of physical intervention is avoided where possible. However, there are circumstances when it is appropriate for staff to use force to safeguard pupils. This is enshrined in law and applies to any member of staff at the school. It can also apply to people whom the Head has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying pupils on a school-organised visit.

It only applies where no other form of control is available and where it is necessary to intervene. The use of force or physical contact must be reasonable and proportionate in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- injuring themselves or others
- causing damage to property, including their own; or
- committing a criminal offence
- engaging in any behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Every member of staff will inform the Head of Junior and Infants immediately after they have needed to restrain a pupil physically. Such incidents must also be logged on CPOMs as soon as practically possible (and certainly by the end of the day). The school will always inform a parent when it has been necessary to use physical restraint and invite them to the school, so that, if necessary, a protocol for managing that individual pupil's behaviour can be agreed.

## Teaching and Learning

Wolverhampton Grammar Junior School aims to raise the aspirations of all pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. Success is celebrated, the positive is emphasised and negative facets are dealt with in a sensitive and tactful way. The teaching staff offer every pupil a high level of individual attention together with consistent and helpful advice. In return, the school expects every pupil to co-operate and to work hard.

## Complaints

Wolverhampton Grammar Junior School hopes that parents will not feel the need to complain about the operation of its Behaviour Management Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Policy is on the website or available on request.

## Reference documents

- Behaviour in Schools, DfE (2024): <https://www.gov.uk/government/publications/behaviour-in-schools--2>
- Excluding Pupils - A Practical Guide for Independent Schools by Farrer & Co (an ISBA Briefing Document)
- Use of Reasonable Force, DfE (2025): <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>
- Searching, Screening and Confiscation at School, DfE (2023): [Searching, screening and confiscation in schools - GOV.UK](https://www.gov.uk/government/publications/searching-screening-and-confiscation-in-schools)
- Reducing the Need for Restraint and Restrictive Intervention, DfE (2019) [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_t\\_data/file/812435/reducing-the-need-for-restraint-and-restrictive-intervention.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_t_data/file/812435/reducing-the-need-for-restraint-and-restrictive-intervention.pdf)

**Please also refer to the following policies:**

Admissions Policy - website	Anti-Bullying Policy - website
Safeguarding Policy - website	Disability Access 3 Year Plan - on request
Special Educational Needs and Disability Policy - website	Equal Opportunity Policy (pupils) - website, staff network
Complaints Policy - website	Pupil Exclusion Review Policy - available on request
IT Acceptable Use Policy for Pupils - website	Drugs and Alcohol Policy (pupils) - website
The Junior School Rules - appended	Staff Code of Conduct - website and employment manual

### **Monitoring and Evaluation of this policy**

The school monitors and evaluates its Behaviour Management Policy and procedures through the following activities:

- Annual Governing body audit
- Senior leadership team discussion
- Regular analysis of records and sanctions distribution
- Regular analysis of patterns/use of reward system
- Annual Pupil Bullying Survey
- Logs of bullying/racist behaviour/complaints are reviewed annually by the senior leadership team and the governing body
- Regular scrutiny of concerns and complaints records by SMT and Board of Directors
- Information provided by Parent Survey

DLP  
September 2025

Next Review:  
September 2026

# **Wolverhampton Grammar Junior School Rules**

## **School Philosophy**

Wolverhampton Grammar School was founded in 1512 to provide a “good, moral education” and that same goal motivates us today. The Junior School was founded in 2011, and we believe in three overriding principles:

- We are always kind
- We are always polite
- We always try our best

Pupils come to Wolverhampton Grammar School from all sorts of schools, families, and cultures. Their experience, knowledge, cultural experience and skills are diverse, and are a source of strength and richness to the school. What we expect all our pupils to have in common is an interest in thinking, learning, and finding out.

## **Pupils’ Responsibilities**

Your teachers will encourage you to develop good work habits and will support you throughout your time at school. You must be prepared to take responsibility for your own learning.

### **You have a responsibility to:**

- hand in work, complete and on time
- complete all your homework and use your Firefly to aid your organisation
- demonstrate a full commitment to school life in its entirety
- respect, support, and care about other people
- use your right to a voice in a courteous, constructive, and responsible way
- take action if you think someone is being bullied or unfairly treated
- wear the correct uniform and according to school uniform guidelines
- treat the school facilities sensibly and as if they were your own property

Relations between pupils and teachers, and pupils and pupils must be based on mutual respect and good manners. You have a right to hold your own opinions: constructive questioning is an essential part of scholarship.

### **However, you have no right to:**

- express views that are intolerant, hurtful, or disrespectful of, or harmful to, other people
- disrupt academic work in class or elsewhere
- undermine the values of the school or of British Society
- defy those in authority

## The School Day

### School hours

Pupils should be on site by 8.35am. The school day begins at 8.40am and ends at:

- 3:15pm for Infants
- 3:45pm for Year 3 and 4
- 4:00pm for Year 5 and 6

On school days the school is open from 8.00am to 5.30pm. A breakfast club operates from 7:30am – 8am for a fixed fee. Similarly, an extended late club is available from 5:30 – 6:15pm, again at a fixed fee. Your parents should note that, outside those hours, no responsibility can be accepted for pupils, parents, or others on any part of the school's property unless attending a specific activity, function or event, arranged and supervised by the Directors, Head or staff of the school.

You will frequently stay at school for sports fixtures, clubs, or rehearsals. This kind of involvement with the school's life outside the classroom is an important part of your broader education. Pupils not attending a club, activity or rehearsal must attend Quiet Club until collection.

## General Expectations

### Uniform

The purpose of having a school uniform is to ensure that all pupils are identified with the school and all appear neat and unobtrusive. All pupils should wear uniform in accordance with the published school uniform standards which can be found on the school website <https://wgs.org.uk/junior-school-uniform>. It is important that pupils, staff, and parents work together to maintain the school's high reputation regarding uniform standards. Some key points include:

- You must appear neat and tidy and smart at all times
- Black shoes must be worn at all times - high heels or stilettos must not be worn.
- Skirts must be exactly as those purchased from the school suppliers
- Sports kit is worn to school on PE days and Fitness Friday
- Hoodies are not part of uniform and must not be worn.
- **All items should be named** – unnamed items make it near impossible to return to the owner if lost.

### Uniform outside school

You must wear school uniform with tie for journeys to and from school, in school, for all official school functions, and all school trips unless a teacher gives specific instructions to the contrary. After games lessons and sports fixtures, you may go home in your sports kit.

### Hair

- Must be neat, tidy, and unobtrusive.
- Must be coloured naturally; harsh or striking colour variation is not permitted.

### Jewellery and Personal Decoration

- None is best, but pupils may wear a single pair of plain earrings or studs.
- Jewellery may not be worn when playing sport.
- Belts should be discreet. Large, decorative, or colourful belts are inappropriate.
- Lapel badges may not be worn (except for school-issue badges e.g. House Captains, School Council etc).

### **Coats and Bags**

- The school coat must be worn (all years), and the school bag must be used (Year 1 upwards). Coats and bags should be deposited in the classroom (Reception and Year 1), cloakroom (Year 2 to 4) or Year 5 & 6 lockers. Reception children will be issued with a WGS pump bag to carry their snack, water bottle, and reading book.

### **Valuables**

- Don't bring valuables into school, except your iPad.
- Pupils should not bring in mobile phones. An exception to this is where pupils travel by public transport to school. All phones should be deposited in reception each morning.

### **Safety for sport/outdoor pursuits**

In the following sports the school requires pupils to wear protective items, even in practice. No pupil will be allowed to participate without such protection where it is specified.

- Cricket - helmet (for all batsmen, and fielders when close to the bat)
- Football - shin pads
- Hockey - shin pads and mouth guard

### **You at School**

#### **Coming and Going**

- You must be at school for morning registration at 8.40am
- If you are late and miss registration, you must sign in at reception.

#### **Absences**

- All absences must be supported by a parent – pupils will not be permitted to leave the school site without written or verbal notification to a member of staff from a parent/guardian.
- Permission to miss a Games/PE lesson (for example because of injury) should be provided in writing by your parents. Where a long-term injury occurs, a doctor's note may be required.
- Permission for planned absence (of more than one day) should be sought in advance in writing from the Head of Junior and Infants.

#### **Duty of care**

Keeping Children Safe in Education is a government document (which is available on the internet) that stresses the duty of all citizens to be alert for signs of child abuse and to take action when they see or suspect it. In all such matters the protection of the child is paramount. Schools have a particular responsibility for child protection. Wolverhampton Grammar School will take action in cases of suspected abuse and seeks the support of parents in the protection of pupils.

Everyone should be aware that pupils who are suffering abuse may be too frightened to tell anyone: they need encouragement and sympathy if they start to talk about their problems.

Any allegation or suspicion of abuse by one or more pupils against another pupil must be reported to the Head of Junior and Infants.

If you are worried about possible child abuse - in connection with yourself or with someone else - you should talk to a member of staff. School encourages an open atmosphere in which you can talk to anyone with whom you feel comfortable.

The member of staff will treat any information you give with discretion, only passing on information on a need-to-know basis.



## **School Anti-Bullying Statement**

The school has an anti-bullying policy on its website, which includes details of how to seek help and procedures to follow. All bullying is unacceptable and there is zero tolerance for bullying. No-one at school should ever be made to feel unhappy, undervalued, or humiliated.

Deliberate repeated unkindness or any action where there is an imbalance of power that gives hurt, whether verbal, physical or mental and whether intended or not, are bullying and will not be tolerated between pupils or teachers and pupils.

It is bullying to repeatedly write notes, make phone calls, send electronic messages, or create or post them on websites if they might offend, hurt, annoy, or worry anyone, whether it is a pupil, teacher, or someone else. From home, from school, or from anywhere, it is still bullying, including whether online (cyberbullying) or in person.

Pupils have a right to privacy of property and personal information in school. It is dishonest and can be a form of bullying to go into another person's pocket, locker, or bag, read a private document or electronic message or use someone else's computer ID.

The Junior School is a happy and friendly community in which everyone respects, supports, and cares about everyone else. It is our aim to ensure that is always true. The school will take the firmest action against any bullying, teasing, harassment of any kind, or other form of hurtful or negative behaviour. Attacks on perceived differences, including prejudiced-based bullying because of protected characteristics, are always unacceptable and are taken particularly seriously.

The school works hard to create an open atmosphere in which pupils are able to speak out without fear and to seek justice for themselves and for others. Any pupil who feels unhappy or threatened should not regard it as a private or personal problem but should seek the help of a friend, senior pupil, teacher, peer supporter or counsellor.

It is the duty of everyone who sees an instance of bullying - or potential bullying - to act to stop it. This duty applies to all pupils, teachers, and other members of staff.

Parents and pupils who are worried about bullying issues should contact the Head or any other member of staff about their concerns.

## **How to Seek Help**

The best way to seek help with any problem is to approach your form tutor. If the problem needs dealing with out of hours, or you feel that subject is too sensitive for a face-to-face conversation, then the **'Worry Box'** found in the Junior School Pupil Area in Firefly is the best way to get help.

## **School Equal Opportunities and Race Equality**

Every pupil and employee at Wolverhampton Grammar School has the right to equal opportunities irrespective of:

- gender, age, race, pregnancy/maternity status, religion, and political beliefs.
- differences of domestic or social circumstances, disability, physical appearance, sexuality, or gender assignment.

## **Personal Information**

The school will collect, use, and return personal information about you during your association with the school. Further information is available on the Privacy Notice for Pupils and Parents, which can be found on the school's website.

## **Complaints and Concerns**

If you or your parent(s) are worried about something or wish to express a concern, it is normally best to start by going to the person most closely connected with you, such as your Form Tutor. If it is a problem with a subject, start with your subject teacher. Only you and your parents can judge who is the right person to contact about your particular worry. Parents can leave a telephone message or send an email, asking staff to call them back when convenient.

If you are unsure who to contact, feel the concern is serious or that it has not been dealt with fairly, then you should communicate directly with the Head of Junior and Infants by email or phone.

### **Head of Junior and Infants – James Griffiths**

(tel) 01902 392960

(email) [jxg@wgs-sch.net](mailto:jxg@wgs-sch.net)

Formal complaints should be made in writing to the Head. A copy of the School's Concerns and Complaints Policy is available on the website [www.wgs.org.uk](http://www.wgs.org.uk)

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