

St Alban's Catholic Primary School



BEHAVIOUR POLICY

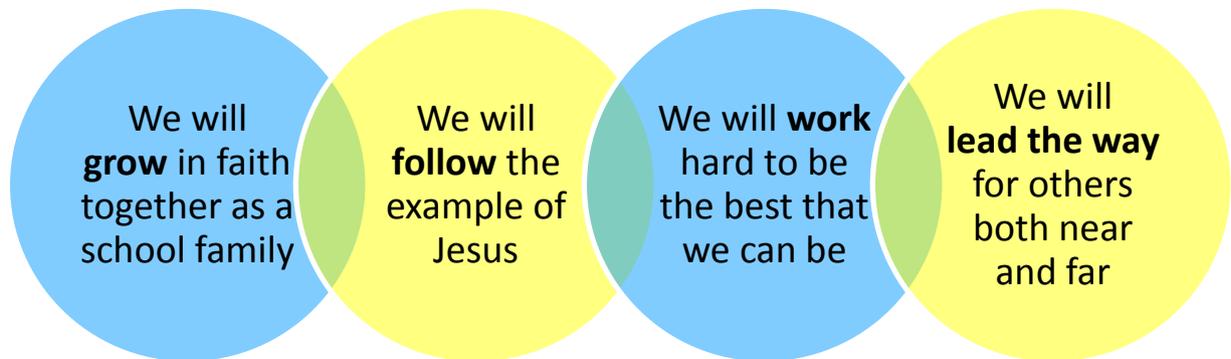
Title:	Behaviour Policy
Policy Agreed:	November 2015
Next Review:	November 2017

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1. MISSION STATEMENT

The St. Alban's Catholic Primary School's Mission Statement is as follows:



2. INTRODUCTION

"If you love your fellow man you have carried out your obligations. All the commandments... are summed up in this single command: You must love your neighbour as yourself. Love is one thing that cannot hurt your neighbour; that is why it is the answer to every one of the commandments".
[Romans 13: 8-10]

At St. Alban's we seek to develop mutual respect between all members of our community. We value politeness and honesty, using as our guide in all things, the life and example of Jesus Christ.

"There is a strong sense of community in the school and pupils' behaviour and their attitudes to learning are strengths of the school". **[OfSTED, December 2012]**

"The Headteacher and staff have high expectations of pupils' behaviour and attitudes. Consequently, pupils show a high level of regard and respect for others and happily celebrate their peers' achievements and successes. Relationships between pupils and adults are very positive throughout the school". **[OfSTED, December 2012]**

"Pupils, clearly, understood what constitutes bullying and unanimously reported that such behaviour was exceptionally rare and were very confident that any minor incidents of inappropriate behaviour were dealt with immediately". **[OfSTED, December 2012]**

Our school Motto is 'Lead the Way'. Children are expected to exhibit high standards of behaviour at St. Alban's. They are encouraged to lead the way in everything they do.

The children at St. Alban's are extremely well behaved and the school appreciates the wonderful support parents give to the school. Incidences of poor behaviour are very rare but are taken seriously at St. Alban's.

3. AIMS OF POLICY

We believe that it is in everyone's interest to promote good behaviour in the school and that all people associated with the life of the school have a part to play. Good behaviour should stem from self-discipline developed through self-confidence, self-respect and high self-esteem. Respect for each other and for property is the basis for a successful and fulfilling role within society.

In order to meet the individual needs of pupils, the following principles will guide all staff:

- To use as a guide in all things, the life and example of Jesus Christ.
- To create a reflective and considerate school community where pupils can learn and be happy.
- To ensure that the children complete assigned work to the best of their ability.
- Encourage children to take responsibility for their behaviour.
- To teach the children that actions and choices have consequences.
- Members of staff will be fair, firm and consistent with standards and expectations.
- To give the children opportunities to be responsible for themselves and others.
- Promoting self-esteem by encouraging children to value and respect themselves and others.
- Providing a safe, calm environment conducive to high quality teaching.
- Children understand that we are a 'telling' school and it is ok to talk to a member of staff if you feel threatened, are hurt by someone or feel unhappy.
- To ensure the safety and well-being of the child, other children and staff.

4. PARENTS/CARERS' ROLE

"Parents need to provide children with firm guidance and positive models through their own behaviour." 'The Elton Report' DES [1987]

At St. Alban's Catholic Primary School, we believe that a partnership between home, school and parish is essential to help us achieve the educational goals of the school.

Parents are the first educators of their children and this role continues throughout the primary years. At St. Alban's, parents can support the educational aims of the school by hearing their children read, supporting them in their learning at school and at home etc.

The Headteacher and staff are highly appreciative of the parents' support of the school's Behaviour Policy.

Parents can support their children and the school by:

- Supporting their children in their social, moral and faith education
- Being punctual in both getting their children to school and picking them up
- Ensuring that holidays and other trips are not taken during term time
- Ensuring that dental and other appointments are, wherever possible, made outside the school day in order to minimise any disruption to the child's learning
- Ensuring good attendance

- Adhering to all school policies and requests from members of staff
- Communicating with the class teacher if there are any worries or problems

4.1 Telling School

Please remind your child that St. Alban's is a 'telling' school and if an incident occurs, the class teacher should be informed on the same day so that a proper investigation can take place.

5. SAYING SORRY

St. Alban's will encourage the children to say 'sorry' effectively by following the 4 steps below:



4 Steps to saying 'sorry'

Essentially the apology should take the form:

- 1) *I'm sorry for...* (being specific to show the other person that you understand what they are upset about)
- 2) *This is wrong because...* (showing that you understand why it was wrong or how you hurt the other person's feelings)
- 3) *In the future, I will...* (using positive language - I will ... rather than I won't ...)
- 4) *Will you forgive me?* (trying to restore friendship)

6. THE LAW ON BEHAVIOUR AND DISCIPLINE POLICY IN SCHOOLS

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 91 of the Education and Inspections Act 2006).
- The power also applies to all paid staff (unless the Headteacher says otherwise) with the responsibility for pupils, such as teaching assistants.
- Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.
- Teachers can also discipline pupils for misbehaviour outside school hours.
- Teachers can confiscate pupils' property.
- School Staff are in the position of guardians (loco parentis) and this means that there is no excuse for rudeness, violence or disrespect to any adults working in the school.

Applicable for KS2 only:

Teachers have the legal power to put pupils in detention and that parental consent is not required. We recognise the right in law to give detention on school days, at weekends and on in-service

training days. However, at St. Alban's we would not commonly use detention outside school hours as a sanction. In the rare event of such a detention, we would ensure that parents are given 24 hours' notice in writing and we would have taken account of suitable travel arrangements made by the parent. Any detention used outside school hours would be authorised only by the Headteacher.

For a lunchtime detention, notice is not given to parents. Only a member of the Senior Leadership Team can issue a lunchtime detention. Staff will ensure that reasonable time is allowed for the child to eat, drink and use the toilet. If your child is given a formal lunchtime detention, a letter will be sent home by a member of the Senior Leadership Team (SLT).

6.1 Pupils' Conduct outside the School Gates

Teachers have a statutory power to discipline pupils for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006, gives Headteachers a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable".

All children are expected to be ambassadors for the school.

Subject to the school's behaviour policy, the teacher may discipline a pupil for any misbehaviour when the child is:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing school uniform
- in some other way identifiable as a pupil at the school or misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school
 - poses a threat to another pupil or member of the public
 - could adversely affect the reputation of the school

6.2 Confiscation of Inappropriate Items

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

- a. The **general power to discipline** enables a member of staff to confiscate, retain or dispose of pupil's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items. The Headteacher would decide what should happen to the confiscated items.
- b. **Power to search without consent** for prohibited or stolen items. The likelihood of such a necessity at St Alban's is extremely low.

6.3 Power to use Reasonable Force

The legal provisions on school discipline also provide members of staff with the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. The likelihood of such a necessity at St Alban's is extremely low.

7. REWARDS

Praise is very important and anything which recognises the positive contribution of individuals is desirable. Praise promotes good self-esteem making children feel better and more likely to respond positively.

Teachers use a variety of rewards in the class to promote and encourage good behaviour and work. This often involves stickers, house points and praise.

Other rewards may include:

- Headteacher's Tea Party (Golden Ticket)
- 'Star of the Week' Certificates
- House Points
- Merit Badges
- Excellent work being shown to the Headteacher
- Praise & positive reinforcement
- Reward Sticker charts
- Golden Time (Year 1 - Year 3)
- Class Teacher Awards

7.1 Headteacher

Teachers are encouraged to send children to the Headteacher with examples of good learning. The Headteacher may also award special certificates for exceptional work or send a letter of commendation home.

The approach adopted by St. Alban's to ensure the most effective methods of discipline is:

- to foster a widespread use of 'reasoning' with pupils both inside and outside the classroom by all members of staff
- expecting and promoting high standards of good behaviour by all pupils to all pupils

In addition to promoting high academic standards, everyone at St. Alban's values politeness, friendliness and good manners. As a reward for exceptionally good behaviour, kindness, and '10 out 10 learning'; the Headteacher will hold a tea party for up to 2 children, in each class (children are nominated by their class teachers or a member of the SLT).

8. SANCTIONS

We have a low incidence of poor behaviour at St. Alban's. The underlying principle which guides our sanction system is based on taking responsibility for your actions, reconciliation and forgiveness. A child is encouraged to recognise the negative effects their behaviour has had on their peers, the staff and the school as a whole. Examples of sanctions a school might use include:

- **Removal of Privilege/Pleasure** [e.g. not representing the school in teams and at events, a school visit or loss of Golden Time (Y1, Y2 & Y3)]
- **Removal of Choice** (e.g. loss of freedom at lunch and break times, time out, thinking chair)
- **Removal of Trust** (e.g. daily or weekly checks on behaviour & attitude to work)
- **Community Duty** (e.g. making a contribution back to the school community like picking up litter, assisting in the hall at lunch time etc.)

Misbehaviour in class should be recognised by the child as '**a waste of learning time**' for themselves and others, for which the child should compensate. This may lead to extra work being completed during their break or lunchtime or unfinished work being taken home. Writing out lines is not appropriate.

When reprimanding children, staff will focus on the **action** rather than the child.

8.1 Senior Teacher Referrals

Class teachers deal with incidents immediately. More serious or persistent problems are referred to Key Stage Leaders (or a member of the SLT) and then to the Headteacher.

8.2 Specific Misbehaviours

When a child **swears** the member of staff dealing with the incident ensures that:

The child apologises and states why it is unacceptable and then refers the matter to the teacher.

The teacher asks to see a parent at the end of the day or next morning with the child. The child repeats the words to his/her parents. If the parent does not pick up or drop off, the teacher telephones the parent.

The teacher states it is unacceptable to the parents and that it must not happen again.

If the parent suggests that the child has 'picked it up at school' then the teacher clarifies that there is a big difference between hearing bad language on TV, in streets, on playground and choosing to use it.

Children are expected to tell the truth at all times and to take responsibility for their behaviour, lying is treated seriously.

8.3 Communication with Parents

If a specific incident occurs at school, the class teacher will talk to the parent (where possible) at the end of the day to try and resolve the matter. The class teacher will also contact parents if a worrying pattern develops.

Parents may be contacted by telephone, letter, email or through meeting them at the end of the day.

8.4 Exclusions

The power of exclusion can only be exercised by the Headteacher. No other teacher has the power to exclude except the Deputy Headteacher, when nominated specifically to deputise for the Headteacher in his absence, provided certain criteria are fulfilled. At all times the school will be mindful of the well-being of other children against the needs of the individual and the school therefore reserves the right to exclude from outings and school journeys, any child whose behaviour would, in the opinion of the Headteacher or SLT, give cause for concern.

If any child behaves in a manner which in the opinion of the Headteacher, is detrimental to the well-being of other children or the school, he/she may be excluded temporarily or permanently in accordance with the Local Authority and Department for Education regulations.

Occasionally the school will use an 'Internal Exclusion', which will result in the removal of a child (who is repeatedly making poor choices) from their class to another area of the school so they can complete their work. Any type of exclusion is extremely rare at St. Alban's.

9. GENERAL BEHAVIOUR IN SCHOOL

Staff are responsible for children's behaviour in the classrooms and generally around the school. The class teacher should include the children when drawing up a set of guidelines for each class.

Certain aspects of behaviour are common to all classes:

- Children are expected to show respect and courtesy in their dealings with each other and adults
- Politeness is to be encouraged at all times (e.g. addressing each other and adults by name, using 'please', 'thank you', holding doors open etc.)
- Children always walk inside the building
- Calling out in class is discouraged
- Children know that the classroom and the areas outside their classrooms are their responsibility and that they should be tidy and a good example to others
- No child is to be in the building unsupervised

9.1 Behaviour on the Playground & at Playtimes

The behaviour code which guides the children's behaviour on the playground and during playtimes is as follows:

- Have respect for everyone and all property
- Work hard and try your best
- Have kind hands, feet and mouth
- Follow instructions carefully
- Always be polite and take responsibility for your behaviour
- Walk sensibly and quietly in school

- Ask for permission to go into the building
- Walk away from silly behaviour
- It is always OK to tell

9.2 Behaviour during Wet Play

The behaviour code which guides the children's behaviour during Wet Play is as follows:

- Children must listen to Lunchtime Supervisors.
- Children should stay in own classroom except for visiting the toilet or directed otherwise by a member of staff.
- Children must ask for permission if they need to leave the classroom.
- Children are allowed access to rough paper, crayons, colouring pencils, construction kits, chess/draughts sets etc.
- No musical equipment.
- Children must walk carefully around classrooms and adjoining areas.
- Children are not to paint, glue or use scissors unless in a supervised lunchtime activity.
- Computers should not be used unless the teacher is there to supervise.

9.3 Behaviour in the Dinner Hall & at Meal Times

The pupils will follow these rules:

1. Be polite to everyone; remember **'PLEASE'** and **'THANK YOU'**
2. Only talk when there is no food in your mouth
3. Pick up anything you drop on the floor
4. Talk quietly
5. Push in your chair as you leave the hall
6. Infants must ask a Lunchtime Supervisor before they leave the hall
7. Children are encouraged to clear up after themselves
8. Use a knife and fork properly to eat your lunch
9. Please do not run out of the hall, everyone must walk in the school building
10. When the bell is rung inside the hall, stop talking and eating, and listen to the adult talking

10. LATENESS

It is essential that pupils arrive at school on time. Pupil's achievement is directly influenced by attendance and punctuality and suffers when attendance and punctuality are unsatisfactory. St. Alban's aims to encourage all pupils to achieve their potential through regular attendance and punctuality. Poor attendance and punctuality is monitored and followed up swiftly.

Teachers and office staff will inform the Headteacher of any concerns that they may have regarding children who are often late.

If a pupil is late on 5 occasions in a half-term, then the parents will be invited to meet with the Headteacher or member of the SLT to discuss the issues surrounding their child's punctuality. If lateness persists then the Education Welfare Officer (EWO) may become involved.

11. PARENTAL RESPONSIBILITY BEFORE & AFTER SCHOOL

The school gates open at 8.40am, it's the parent's responsibility to drop their children off at class. The teacher will then take responsibility. The register opens at 8.55am, please make sure you are early for school. Parents cannot enter the school playground after 8.55am, instead they must sign their child in as 'late' at the school office.

12. SCHOOL UNIFORM

All children should wear the correct school uniform when attending school, or when participating in a school-organised event outside normal school hours.

Our policy on school uniform is based on the principle that school uniform:

- Promotes a sense of pride in the school
- Gives a sense of community and belonging towards the school
- Identifies the children within the school
- Prevents children from coming to school in fashion clothes that could be distracting in class
- Makes children feel equal to their peers in terms of appearance
- Is regarded as suitable wear for school and good value for money by most parents
- Is designed with health and safety in mind

13. LUNCHTIME SUPERVISORS

Lunchtime is a critical time of the day and it is important that the children and staff have a stress-free and happy time. Play is crucial for the children's personal and social development. We aim to work as a team, with the teaching and learning support staff supporting the Lunchtime Supervisors. The names of any children who are allowed into the school building during lunchtime must be given to the Lunchtime Supervisors.

The Lunchtime Supervisors have direct and open access to the class teachers and Key Stage Leaders.

Lunchtime Supervisors may give out stickers for good behaviour and manners

The steps for Lunchtime Supervisors to follow are below:

Step	Action
Step 1	Warning (depending on severity of behaviour)
Step 2	5 minutes time out
Step 3	Child's name is recorded in a Behaviour Book to be shared with the Class Teacher. Parents informed at the end of the day.
Step 4	Child is referred to the Key Stage Leader.
Step 5	Key Stage Leader refers the incident to the Headteacher.

Lunchtime Supervisors can use their discretion when using the above sequence of steps, depending upon the severity of the misbehaviour.

Other useful policies that you may wish to refer to:

Anti-Bullying Policy

Complaints Policy

Home-School Agreement