



Our Lady and St Edward Academy Behaviour & Discipline Policy



Aims & Ethos; Governors and staff at Our Lady & St Edwards Catholic Primary & Nursery School value each child as a unique individual made in the image and likeness of God with a range of individual gifts and talents. Therefore, we aim to provide every child with access to a broad and balanced education and to ensure their continuous progress to meet their full potential. For all children to enjoy their time at school, learning in a happy and caring environment, free from worry and disruption.

Objectives

- To provide a fair and consistent behaviour framework for all the children.
- To promote good behaviour, self-discipline and respect; appreciating that there will be consequences for failure to keep to the behaviour policy.
- To teach the children, through instruction and modelling, what is meant by good behaviour and why it is important.
- To work with parents to ensure all children receive their full educational entitlement
- To minimise time lost through unacceptable behaviour in all school situations
- To have in place strategies for dealing with unacceptable behaviour

School Code of Conduct

- Be kind, honest and truthful with everyone.
- Stop, look and listen when asked to.
- Walk sensibly around the school
- Treat your environment and equipment with care.
- Follow instructions first time and complete all tasks set in the time given.
- Look after your own and other people's possessions.
- Always behave in a safe way.

School Rules & Expectations for All Pupils

Lesson Time

1. Children should listen to all adult's lesson input and instructions.
2. Children should co-operate with one another and all adults in the school.
3. Children should share equipment and 'take turns'.
4. Children should settle down to work quickly.
5. Children should take a pride in their work content and presentation.
6. Children must not disturb or disrupt other children.
7. Children should respect the need for 'quiet times'.
8. Children should treat equipment with care and respect.

Moving Around the School

1. Children should walk quietly, using the left hand side of the corridor and steps; groups/classes should walk in a line.
2. When using the hall, children should enter and leave the hall quietly and in an orderly manner.
3. Children should pass through the hall quietly without disturbance to classes using the hall.
4. Where there are footpaths, children should use them.
5. Children must never cross the car park.
6. Children are not allowed outside the school building or grounds unless accompanied by an adult.
7. Children must never open the outside security doors.

The Playground

1. Children must not go onto the playground until the teacher on duty or midday supervisor is present.
2. Children must listen to and follow instructions given by all adults in school.
3. Only soft balls may be used on the playground; children's own play equipment should not be brought into school.
4. Children must not intentionally hurt other pupils or make unkind remarks towards them.
5. Play activities must take place in the designated areas e.g. areas for football, areas for sitting etc.
6. Children must obey the bell at the end of playtime raise their hand and stand still until asked to walk sensibly to their class line, then stand quietly.

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Uniform

1. Children are expected to dress smartly and to wear school uniform.
2. The correct kit must be worn for PE and swimming. PE kit should be stored in a draw-string bag. Tights should not be worn for indoor P.E.
3. Children are allowed to wear watches and safety studs (which must be removed when swimming and for PE). No other items of jewellery are permitted.
4. Children must wear sensible and safe shoes.

General

1. Children are not allowed in the building at playtimes without the supervision of a teacher, teaching assistant or midday supervisor.
2. Children should be issued with a band to come into school for the toilet during lunchtime and mid-day supervisors should be aware of who is in the building.
3. No items of value should be brought to school.
4. Toys, games and collection cards (of all types) should not be brought to school. From time to time it may be necessary to ban other items.
5. Large bags should not be brought to school. If necessary, on occasion, they should be hung in the cloak room and not be brought into class.
6. Sweets, chewing and bubble gum are not allowed in school (sweets may be brought for the class on a child's birthday and given out at the end of the school day).
7. No breakable containers should be brought to school.
8. Money should only be brought to school for a stated purpose e.g. dinner money, after school clubs. Children are responsible for storing money in a safe place.
9. Children must not bring mobile phones to school, in the case of year 6 pupils with written permission to walk home alone, they must leave their phones in the school office upon arrival.
10. Children should treat other people (children and adults) with respect.

Positive Reinforcement/Rewards

We aim to encourage and reinforce positive behaviour through the following means:

- Praise and positive comments
- Use of stickers, stamps, stars
- Awarding of House Points
- Inclusion in the weekly Celebration Assembly
- Awarding of special jobs/responsibilities
- Head Teacher's Awards/SLT Awards
- Via the child's Record of Achievement
- Activity afternoon at the end of each half term for winning house of the half term!

Discipline in schools;

Key Points

- 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 90 and 91 of the Education and Inspections Act 2006). The power also applies to all paid staff (unless the Headteacher says otherwise) with 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 in certain circumstances when a pupil's misbehaviour occurs outside of school where there is a possibility that their conduct has brought the school into disrepute.
- Teachers can confiscate pupils' property.

Pupils conduct outside of the school gates:

Teachers may discipline pupils for:

- Misbehaviour when the pupil is:
 - taking part in any school-organised or school-related activity or
 - travelling to or from school or
 - wearing the school uniform or
 - in some other way identifiable as a pupil at the school.

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- Or misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another pupil or member of the public or
 - could adversely affect the reputation of the school.

In all cases of misbehaviour, the teacher will discipline the pupil on return to school either during the trip or the following day.

Sanctions;

Incidents of poor behaviour are dealt with through use of the following sanctions

- Speaking to a child – explaining to a child what they have done wrong and why it must not happen again.
- Verbal Reprimand – telling a child off for deliberately breaking a known rule.
- Time Out – sitting by themselves to reflect upon their behaviour/calm down (1 to 10 minutes depending on age).
- Going to another class for a set period of time to diffuse the situation. Buddy classes are: Y1&3, Y2&5 & Y4&6.
- Playtime Sanction – standing by the wall/fence for 5/10 minutes. Duty teacher to be informed or being kept inside (supervised) during playtime.
- Completing unfinished work, when caused by poor behaviour, at break time (supervised) or at home (parents informed).
- Sending to the Head Teacher – in cases where staff feel reinforcement is needed.
- Behaviour tracked and staff will record on SIMs management system when there have been incidents of poor behaviour.

Serious Incidents

- **Incidents;** staff will endeavour to speak parents whenever there has been an incident in school involving their child.
- **Behaviour Report Form** – in the case of serious or repeated incidents a 'Behaviour Report Form' will be sent to the parents informing them of the area of concern and asking that they sign the form, return it to school and make an appointment to see the Headteacher where necessary. Returned forms are kept in the child's personal file and sent to the receiving school on transfer. Behaviour reports are sent for an Amber/Red incident.
- **Daily Report Sheet** – if a child's behaviour is cause for serious concern, the child will be put on a "Daily Report Sheet". The child's behaviour is monitored session by session for an agreed number of days. Having a report sheet should be considered as "serious measures" by both parents and child. Parents will have to meet with the Class Teacher at the end of each week to reflect on their child's behaviour over that week. Staff will warn parents that their child's behaviour may lead to this action.
- **External Support** – if a child fails to respond to the above or has specific behavioural difficulties a provision map will be drawn up and external agencies involved e.g. Social Care or the Behaviour Support team; parents will always be involved at this stage.
- **Exclusion** - persistent or serious breaches of the school rules / expectations or Code of Conduct, particularly when the safety and well being of pupils or staff is at risk, may result in fixed term or permanent exclusion. This can occur (in serious situations, at the discretion of the Head Teacher) even when other avenues have not been explored.

In using any approach to managing behaviour, staff are aiming to eliminate the problem behaviour rather than to punish the child, therefore, where a strategy is ineffective, an alternative approach will be used.

This policy will be reviewed annually.

Signed _____

Dated _____

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