



Our Lady and St Edward Academy

Behaviour & Discipline Policy



Aims & Ethos; Governors and staff at Our Lady & St Edward 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.

Our Lady and St Edward Academy

Behaviour & Discipline Policy

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, including 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!
- Class Code of Conduct and children choose an age appropriate reward

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.

Searching

Searching can play a critical role in ensuring that schools are safe environments for all pupils and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive.

Our Lady and St Edward Academy

Behaviour & Discipline Policy

Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed in below or any other item that the School's Behaviour Policy identify as an item which may be searched for.

The list of prohibited items:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used:
- to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil).
- an article specified in regulations :
- tobacco, cigarette papers, e-cigarettes and vapes; fireworks; and pornographic images.

Under common law, our school staff have the power to search a pupil for any item if the pupil agrees. Our member of staff will ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

Authorised Member of staff:	Authorised to:
Sarah Makings	search for stolen property and alcohol
Jo Greenwood	stolen property and alcohol and weapons or drugs
Rachel Byrne	For all prohibitive items in the list

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.
- 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 telling them what they should have done
- 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 report and staff will record on Arbor management system when there have been incidents of poor behaviour.

Our Lady and St Edward Academy

Behaviour & Discipline Policy

Serious Incidents

- **Incidents;** staff will endeavour to speak parents whenever there has been an incident in school involving their child. This is better face to face and with the child present
- **Behaviour Concern meeting**– in the case of repeated low level incidents a 'Behaviour Concern meeting will be held with parents informing them of the area of concern. This may be held face to face or via a telephone conversation. The child may be placed on a behaviour report.
- **Behaviour Concern letter**– in the case of serious or repeated incidents a 'Behaviour Concern letter 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. The child will be placed on a behaviour report.
- **Behaviour Report**– 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.

Policy Review

This policy will be reviewed in line with the school review cycle.

Reviewed by R Byrne and shared with all staff July 2022

Due to be reviewed by governors September 2022

Signed: R Byrne

Date: July 2022