

RIBBY WITH WREA ENDOWED
CHURCH OF ENGLAND
PRIMARY SCHOOL



BEHAVIOUR AND DISCIPLINE POLICY

Updated Jan 2021
Reviewed and Updated Jan 2024

BEHAVIOUR AND DISCIPLINE POLICY

Our school Behaviour policy is underpinned by our mission statement and vision:

We understand the uniqueness of all our pupils and encourage them to fulfil their potential. God is at the heart of our loving, inclusive family. We want all who learn and work here and within our community to experience the joy and hope of 'Life in all its fullness.' (John 10:10)

To encourage all children to develop as confident lifelong learners, to be curious about the world around them and to achieve their full potential within our safe and caring Christian school family.

Aims

We encourage the highest standards of behaviour and recognise that the implementation of our Behaviour Policy requires the active involvement and cooperation of each member of our school community: pupils, parents and carers, governors, trustees, teachers and non-teaching staff.

Our school has a positive Christian ethos. We encourage pupils to exercise self-control through promoting good behaviour, raising morale and self-esteem, by operating a system of praise and reward.

- To create a happy, caring, family atmosphere where everyone feels safe and valued
- To provide a positive learning environment that encourages children to achieve the maximum success in all they do
- To teach values and attitudes, including responsible behaviour, self-discipline and respect for themselves, others and property
- To treat problems that may occur in a caring and sympathetic manner with the aim of achieving an improvement in behaviour
- To help make clear, to children, the distinction between minor and more serious offences
- To practise Christian values of love, fairness and forgiveness

Code of Conduct

Children will:

- Be attentive and try our best in all we do
- Be polite to everyone we meet, showing respect and good manners
- Behave sensibly, moving quietly and carefully around school
- Show we are proud of our school by keeping it clean and tidy
- Be caring and considerate to others, helping them when they need it
- Treat other people's property and school equipment with respect
- Be truthful and take responsibility for our own actions
- Behave well outside school

The Class Teacher will:

Set high standards and expect them to be achieved.
Respect everyone as individuals.
Encourage and reward good effort and positive attitudes.
Treat each member of the school community equally.
Create and share positive rules of behaviour in the classroom.
Follow the rewards, support and sanctions as set out in this policy.
Make children aware of our Christian values.
Work together with the other adults in their classroom as a team to support children's positive behaviour.
Encourage an atmosphere of collective responsibility within their classroom and throughout the school.
Expect relevant training on dealing with behaviour and managing issues of behaviour.

The Deputy Headteacher will:

Uphold all the responsibilities regarding behaviour of the class teacher.
Support the Headteacher in her role of overall responsibility for behaviour and discipline.
Stand in for the Headteacher in her absence and fulfil the duties below.
Expect relevant training on dealing with behaviour and managing issues of behaviour.

The Headteacher will:

Ensure the health, safety and welfare of all children in school.
Support the staff by implementing the policy, setting the standards of high expectations of behaviour, and by supporting staff in their implementation of the policy.
Keep records of all reported serious incidents of behaviour
Be responsible for fixed term exclusions.
Have overall responsibility for incidents but will delegate to other members of staff as appropriate.
Expect relevant training on dealing with behaviour and managing issues of behaviour.

The Governors will:

Support the staff and Headteacher in upholding these guidelines on behaviour and discipline.
Review the effectiveness of this policy with staff and SLT.
Give advice to the Headteacher about particular disciplinary issues whilst understanding that the Headteacher has the day-to-day authority to implement the school's policy.
Ensure the HT receives relevant training.

The Parents will :

Support and cooperate with the school in implementing the behaviour and discipline policy.
Be aware of our rules and expectations of behaviour.
Positively praise their children for positive behaviour which is in line with the school policy.
Speak to the class teacher about any concerns and share information with the school which may have an impact on their child's behaviour.
Encourage high standards of behaviour at home.
Act as good role models for their children.

Safety

Health and safety procedures need to be followed at all times
Children should

- Follow instructions
- Use equipment safely
- Not bring dangerous items to school
- Not wear jewellery, other than a wrist watch and one pair of stud earrings, which should be removed for PE
- Not bring toys to school
- Not bring sweets or crisps, at a playtime but fruit may be brought as an alternative
- Hand in all items, such as mobile phones, on which images could be recorded.

Rewards

Rewards and incentives are available for all children. They may be for academic and non-academic achievements, for effort and being caring or polite and all aspects of good work and behaviour.

- The children have been grouped into four Houses: Bryning, Ribby, Wrea and Westby. Points are awarded to children for thoughtfulness, being helpful, good work etc. Each team's points are counted up at the end of the week and the winning team is announced at Friday's merit assembly. A ribbon of the colours of the winning house is tied to the House Cup and this is displayed in the entrance hall for the week A 'Star of the Week' is chosen by each teacher every week. This is the child who deserves special praise for good work or behaviour, such as politeness and they are presented with a special badge for the week. The awards are displayed in the entrance hall for the week. Parents are notified on the fortnightly newsletter.
- A 'Teachers Special Award for presentation' is allocated by a teacher to one pupil each week.
- A 'Superstar Learner Award' is presented weekly to an individual in each class in recognition of excellent contributions to lessons and/or independent thinking.
- Each teacher will send home a Praise Postcard each week through the post to reward special efforts in class.
- Individual certificates will be awarded throughout the year for various achievements, such as swimming, netball etc and children are encouraged to bring their out of school achievements into Merit assembly.
- Individual teachers have their own incentive system such as stickers and each teacher gives verbal or written praise as often as possible. Marking will always start with a positive comment.
- A special Headteacher's Sticker and certificate is given for exceptional effort, good work, behaviour or thoughtfulness. Parents are notified by an individual text message.
- Children are encouraged to perform in assembly to achieve self satisfaction
- Children earn commendations and can achieve bronze, silver, gold and platinum awards throughout their time at school, these are noted on the school newsletter. These are awarded for representing school in team, Church, community activities or performances.

Support

We aim to support all pupils in making informed and correct choices. At some time most children will need some level of support in making correct behaviour choices. We will support all pupils with this

reminding them of our expectations and the need to follow school rules. At times we may need to remind pupils of the home school agreement in reinforcing the support they receive.

Learning mentor Role

The Learning Mentor plays a supportive role in helping children overcome barriers to learning, including behaviour, friendships and welfare. Pupils may be referred by the class teacher or children can self-refer through a post box system. Support may be on an individual basis or in small groups. The Learning Mentor is available at the start of the school day to address parental issues or support children requiring attention on certain days.

This may be followed up with a **EHA(Early Help Assessment)** or multi agency referral.

Sanctions

The class teacher or other member of staff deals with minor breaches of discipline in a caring, supportive and fair manner. Each case is treated individually with some flexibility regarding the age of the child and any additional needs. We will be mindful of the SEND Code of Practice when deciding support, intervention and sanctions for any SEND pupil.

The adult dealing with the behaviour should employ the following Sanctions in this order if possible

- A reminder of expected behaviour and a verbal reprimand
- Name on board
- Loss of privileges
- Asking child to:
 - Repeat inappropriate action correctly
 - Finish work in own time
 - Repeat work
- Moving to sit alone

- Time out, within the classroom, including loss of free time, such as playtime (supervised by the adult)
 - Apologize, verbally or through a written letter of apology
 - Write out appropriate behaviour/ rules
- Loss of responsibility
 - Repair damage

Parents will be involved at the earliest possible stage, if appropriate and if problems persistently recur.

- Confiscation of items not allowed in school or being used inappropriately. All items, such as mobile phones on which images can be recorded will be stored securely in a locked drawer.
- These will be returned to a parent at hometime.

Major breaches of discipline

All major breaches of discipline will be referred to the HT/DHT at the earliest opportunity they will then decide if parents are to be contacted.

The adult's primary responsibility is to ensure children are safe before reporting the incident.

The adult involved must record accurately any allegations of major breaches of discipline before a parent is contacted. This record must be signed and dated.

These include

- persistent minor breaches of discipline
- physical assault
- deliberate damage to property
- stealing
- leaving school premises without permission
- verbal abuse
- refusal to work on a sustained level
- consistent disruptive behaviour in class
- bullying in any form, including racism, inequality or online bullying
- bringing prohibited items into school (phones/knives/weapons/drugs/pornographic images)
- An incident causing Health and Safety concerns, such as not following instructions at swimming lessons, misuse of equipment including ICT.
- Sending or forwarding explicit messages
- Using social media to bring the school into disrepute
- False and malicious accusations against staff (investigated in accordance with our Managing Allegations Against Adults policy with due reference to the pastoral care of the staff member)

These sanctions are also in place and to be followed when off school premises eg; sports event, trip or visit, or when wearing school uniform away from school.

This type of behaviour is referred to the Headteacher or Deputy Headteacher, who after thorough investigation may use one or more of the following: (in this order where possible)

- Loss of privileges (Golden Time/outdoor play/trip etc)
- Verbal warning by the Deputy HT or Headteacher.
- Reissuing a sanction under supervision of Deputy HT or Headteacher.
- Withdrawal from the classroom/lesson for a period of time up to one day and being given work elsewhere.
- A request that parents visit school to discuss the problem formally.
- Multi-agency assessment for pupils displaying continuous disruptive behaviour
- An agreed behaviour modification programme implemented, which may include a Report Card.

When the above have been exhausted

- Parents requested to visit school to discuss next stage
- Lunchtime exclusion, where pupil will be collected by parents
- In exceptional circumstances and as a last resort, exclusion of up to 3 days at the discretion of the HT
- Finally Permanent Exclusion will be undertaken by the HT and she will inform the Chair of Governors and relevant authorities. Parents have a right to appeal to the Governing Body

against any decision to exclude. It is recognised that schools have a duty to provide suitable full-time education from the 6th day of any Permanent Exclusion

Roles and Responsibilities

Governing Body

The governing body sets out general principles informing the behaviour policy.

Headteacher and Staff responsibilities

Staff have the responsibility to fulfil the requirements of this policy and publicise its contents at least once per year.

Head teacher has the responsibility to inform the Police if a criminal offence has been committed.

It should be noted that all trained staff have the power to

- screen and search
- use reasonable force - this can include a broad range of actions that involve a degree of physical contact with pupils. Force is used to control, restrain or keep safe. A member of staff must use no more force than is necessary such as to break up a fight. Control can mean passive physical contact such as blocking a pupil's path. Restrain means to physically hold back or bring under control.
- School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injury
- Reasonable force should only be used by trained staff, who will update training regularly
- A positive behaviour plan will be put in place to support the pupil
- Staff should follow the procedure of sending for SLT via the red dot if a situation is occurring
- Parents will always be informed where screen and search or reasonable force has been used

Parents' responsibilities

Home/School Agreement

Parents clearly influence their children, their attitudes and their behaviour and our home/school agreement is the basis of our working partnership with parents. Parents have a clear role in making sure their child is well behaved at school.

This Policy should be read in conjunction with the following:

- Anti-bullying Policy including Online safety
- Attendance policy
- Complaints policy
- Equality policy
- Home School Agreement
- Teaching and Learning policy

- Managing Allegations Against Adults policy
- Safeguarding and Child Protection Policy
- SEND
- Health and Safety Policy
- Vulnerable Pupils policy
- DFE Guidance on Use of reasonable force