



## BEHAVIOUR/PUPIL DISCIPLINE POLICY

### **ETHOS**

At Hawkesley Church Primary School it is our aim to be a safe, secure and stimulating learning environment where all are able to achieve and where we embrace Christian values.

The children are encouraged, through this policy, to take responsibility for their own behaviour and the consequences of choosing to misbehave.

The adults in the school use the policy fairly and consistently thereby contributing to a positive ethos where praise and recognition for work and personal qualities is commonplace.

### **LEARNING**

Through the implementation of this policy children will be:

- a) Healthy
- b) Stay safe
- c) Achieve economic well-being
- d) Make a positive contribution
- e) Enjoy and achieve

### **EXCEPTIONAL CIRCUMSTANCES**

In exceptional circumstances the rewards and sanctions that follow may be modified; e.g. if a child has a Statement for Behaviour. Staff will be notified of all children to who this applies.

## **RULES AND EXPECTATIONS**

This policy is based on the principle that All children and adults are aware of and have an understanding of what is appropriate and acceptable behaviour and what is inappropriate and unacceptable behaviour.

## **SCHOOL RULES**

School rules are displayed around the school. These are as follows:

### **HAWKESLEY CHURCH PRIMARY SCHOOL** **SCHOOL RULES**

We should always:

- Do as we are asked first time.
- Move around the school quietly and line up quietly.
- Respect ourselves and each other.
- Be caring and kind.
- Be co-operative and helpful.
- Listen to each other, and
- Always try our best.

## **PROCEDURES AND PRACTICES**

- Each class has a behaviour chart divided into a happy and sad side
- Each class has a highlighted rule of the week
- Each child has a behaviour card.

### **BEHAVIOUR CHART**

#### **HAPPY SIDE REWARD**

Ticks and stamps are given for good behaviour.

When a child has completed a good behaviour card they exchange it for a badge at the school office. The first card is red and is exchanged for a red badge and a yellow card which when completed is exchanged for a yellow badge etc. Then green, then blue, then purple. The child then needs 20 stamps on a red card to get a red and gold badge. Then yellow and gold, then green and gold, then blue and gold.

## SAD SIDE CONSEQUENCES

- x1 - verbal reprimand
- x2 - work alone for 10 minutes
- x3 - time out in another classroom; send with work to paired teacher until the end of the lesson.
- x4 - time out with senior teacher for the rest of the session. The yellow class behaviour diary must be filled in and sent with the child.

A child who is consistently getting into x4 will be referred to the Behaviour Co-coordinator with a view to having an Individual Behaviour Plan (IBP).

Major incidents are recorded on SIMS.net.

## EACH SESSION IS A NEW SESSION

### **UNACCEPTABLE BEHAVIOUR**

- **BULLYING** (see separate policy)  
The accepted definition of bullying is 'one or more children subjecting a child to repeated physical, emotional or verbal abuse over a period of time'.
- **HARMING OTHERS**  
This includes 'hitting back'. Children are told never to fight back but always to talk to an adult. We ask for parents to co-operate with the school in encouraging their children to never hit back but always to tell. The school will investigate all reported incidents but will also be severe with any child who takes the law into their own hands and hits out.
- **SWEARING**
- **SPITTING**
- **RACISM**
- **NAME-CALLING**
- **REFUSING TO FOLLOW INSTRUCTIONS**
- **DISRUPTION OF LESSONS**
- **VANDALISM TO THE SCHOOL OR OTHER'S PROPERTY**
- **DISRESPECT TO SCHOOL RULES**

### **SEVERE CLAUSE**

The head teacher will be informed immediately if a child

- Wilfully inflicts harm on another
- Deliberately endangers someone else
- Does anything that stops the class functioning
- Wilfully destroys property

The head teacher will investigate and then make a decision as to the consequence; this may be an interview with parents, referral to Behaviour Support, or a fixed term exclusion. Any exclusion will be carried out in line with the LA Exclusions Policy.

## **ROLES AND RESPONSIBILITIES**

ALL of the adults in school are responsible for the behaviour and welfare of ALL of the children at ALL times.

It follows that they should correct unsociable, disobedient or dangerous behaviour and praise good behaviour whenever they see or hear it. Adults should insist on good manners and respect and their own example should be directed to this.

Good discipline requires hard work in the classroom and a consistent, professional approach by all. The following rules and attitudes are essential in promoting a positive environment for children:

- Be generous giving praise and encouragement
- Acknowledge the unique contribution each class member has to offer
- Express gratitude for deeds of kindness shown to another person
- Draw attention to good behaviour rather than bad behaviour
- Insist on high standards of manners and politeness at all times
- Never leave children unsupervised
- Be consistent

All staff must follow Hawkesley Church Primary School Behaviour Policy.

Every teacher should:

- Apply rules consistently and fairly
- Have a behaviour board
- Display rewards and sanctions chart
- Display weekly school rule
- Award stickers for behaviour
- Support teacher and children from paired class
- Keep notes on children who consistently get to x3

## **BEHAVIOUR CO-ORDINATOR**

The role will be as follows:

- To support staff in dealing with children who display challenging behaviour
- To work with classroom staff to write Individual Behaviour Plans
- To contact parents and discuss IBPs
- To liaise with outside agencies as appropriate

## **HEAD TEACHER**

The head teacher is responsible for the behaviour within the school. She is responsible for exclusions and reports on behaviour to the Governing Body in her reports.

She will:

- Read out names of children who have completed good behaviour cards in assembly
- Discuss behaviour with parents if a child is sent to her under the severe clause
- Discuss any difficulties with staff if they so wish

## **GOVERNORS**

The head teacher will report to the Governing Body. The Pupil Discipline Committee will meet with parents of children who have been excluded for a total of 10 days. They will meet with parents of permanently excluded pupils in line with the LA Exclusions Policy.

## **PARENTS**

The views of the parents and carers are of prime importance. Hawkesley Church Primary School will endeavour to work in partnership with them in the interests of their children.

Parents are

- Asked to sign a Home School Contract
- Asked to attend all parental consultations during the year
- Asked to inform school as soon as possible if they have a concern about their child's behaviour or the behaviour of another child towards their child.

## **PLAYTIMES AND LUNCHTIMES**

There are playground rules displayed in both playgrounds and the children should be reminded of these on a regular basis during assemblies and PHSE lessons. In addition the general school rules should be adhered to in the playgrounds. The severe clause also applies.

### **PLAYTIMES**

Teachers on duty are responsible for monitoring and acting on the behaviour of the children in the playground. They should deal with general incidents during the break and more serious incidents should be referred to the head teacher. This will result in the loss of a break time. The severe clause also applies.

In line with classroom procedures any unacceptable behaviour should result in the child standing out for 5 minutes and then being allowed to carry on playing.

### **LUNCHTIMES**

Lunchtime Supervisors on duty are responsible for monitoring and acting on the behaviour of the children in the playground. They should deal with general incidents during the break and more serious incidents should be referred to the Lunchtime Line Manager, this will result in the loss of a break time, if deemed necessary.

In line with classroom procedures any unacceptable behaviour should result in the child standing out for 5 minutes and then being allowed to carry on playing.

For minor incidents this will be 2-5 minutes standing out of play.

## **PROCEDURES FOR MORE SERIOUS INCIDENTS**

If poor behaviour continues, procedures are as follows:

- 1<sup>st</sup> warning - stay with supervisor.
- 2<sup>nd</sup> warning - name in dinner book and first letter home.
- 3<sup>rd</sup> warning - name in dinner book and second letter home which says child must go home for lunch for 5 days.

Persistent bad behaviour may result in a consultation with parents about the possibility of permanent home dinners.

Recommended by the Curriculum and Standards Committee July 2009

Accepted by the Governing Body .....

Date for Review Summer 2010.

July 2009