

**Believe and Achieve Together**



# **St Mary's CE Primary School**

## **Behaviour Policy**

Reviewed: November 2022

Next Review: September 2025

*"I pray that you would be rooted and established in love.....  
Filled to the measure of the fullness of God" (Ephesians 3:17-19)*

## **Aims and Expectations**

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose school Christian values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure. Pupils are reminded '**Treat others as you want to be treated yourself**' **Matthew 7 Verse 12**. Pupils are encouraged to be responsible for their behaviour outside school and in the wider community eg visits. Pupils know that good behaviour is expected at all times.

The school expects every member of the school community to behave in a considerate way towards others. The older children model good behaviour and help the younger children to follow the school rules.

We treat all children fairly and apply this behaviour policy in a consistent way.

This policy aims to help children to flourish in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

This policy supports our school values of Joy, Faith, Trust, Love, Hope and Friendship.

The relevant section of our school Mission Statement is:

*'At St Mary's we are building a loving, caring inclusive community.'*

## **School Rules**

- Treat others as you would like to be treated
- Respect other people's property
- Be polite, helpful and loving towards all members of the school community
- Always try your best
- We take care of each other
- We respect all faiths

## **Rewards and Sanctions**

We praise and reward children in a variety of ways;

- Staff give verbal praise and acknowledge good behaviour.
- Class 1 award stars which are displayed and moveable.
- Staff in Y1-Y6 give Dojo points for good work and behaviour which are shared with parents through the ClassDojo App.
- Each week we nominate a child from each class to receive a Star of the Week Certificate in Celebration Assembly.
- Achievement is celebrated at the End of Term Awards Service.
- Stickers are given to congratulate children on good behaviour. Some stickers have our school values printed.
- During the weekly Celebration Assembly certificates are given for good behaviour at lunchtime.

- The Midday Supervisors give tickets for behaviour which demonstrates our half termly value eg Friendship. They are put in a raffle to decide who will be on Top Table each week.
- An Especially for You Award is given to children who have completed special acts of kindness.
- Class based bespoke reward systems.

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move nearer the teacher, or to sit on their own.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task or stay in during playtime to finish a task.
- If a child is unable to focus and is not on task they could be asked to swap places with another child in class.
- If a child is disruptive in class, the teacher reminds them of the desired behaviour. If a child misbehaves repeatedly the child may be sent to another class or to the Head.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the child stops the activity and the child is prevented from taking part.
- If a child threatens, hurts or bullies another pupil, the class teacher records the incident. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents, usually at the end of the school day, to arrange an appointment to discuss the situation with a view to improving the behaviour of the child. At this point behaviour is recorded formally. The victim's parents may also be contacted.
- Pupils may be asked to write a letter of apology.
- Individual behaviour strategies can be developed and shared with parents. This provides a daily dialogue between school and home.

The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in school knows the standard of behaviour that we expect in our school. If rules are broken the class teacher discusses these with the whole class.

The school does not tolerate bullying of any kind. Bullying is deliberate and persistent acts of victimisation either verbally or physically, indirectly or directly. Bullying is defined as sustained and continuous torment of a physical, verbal, emotional, racist or sexual nature. A single or isolated incidents does not constitute bullying. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. Both the bully and the victim will be interviewed and the discussion recorded. The small number of pupils on roll mean any potential acts of bullying can be easily detected and monitored. We have a Bullying Log File to record any incidents kept in the main office. The parents of all the children involved will be informed. All allegations of bullying are recorded by each class teacher in their Behaviour Book. This is passed onto the next teacher. Incidents are recorded on CPOMS.

If a teacher phones a parent to discuss undesired behaviour, a record is kept in the Emergency Contact File.

### **Playground Conduct**

- Pupils must stay in the play area unless they have permission to go inside.
- Respect each other at all times
- Walk into school one class at a time
- When the adult rings the bell the children should walk to line
- Equipment will be available for all children to share at lunchtime. Play Leaders will organise games.

### **Dining Room Conduct**

- Y2-Y6 Clean their hands using the sanitiser positioned in the hall
- Walk in a sensible manner to and from the queue
- Be polite to the staff. Always say please and thank you.
- Speak to each other in a respectful and quiet manner
- Go straight out after clearing the tray away

The Midday Supervisors continue to enforce the school Behaviour Policy. The class teacher is informed of any significant incidents at the end of lunchtime. A member of staff is always available during the dinner break to deal with any serious issues.

### **The Role of the Class Teacher**

It is the responsibility of the class teacher to ensure that the school rules are implemented in their class, and that their class behaves in a responsible manner during lesson time.

The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

The class teacher treats each child fairly and enforces the classroom code consistently. The teacher treats all children in their class with respect and understanding.

If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from an Assistant Head Teacher.

A number of staff have completed the Team Teach training. If any child needs to be physically restrained it will be done using the Team Teach techniques. All incidents of physical restraint will be recorded and parents will be informed.

The class teacher reports to parents about the progress of each child in their class, in line with the whole school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child, preferably after school if the parent is working.

The class teacher will record any concerns on CPOMS.

### **The Role of the Teaching Assistant**

The teaching assistant will support the class teacher to apply the school behaviour policy. They will act as good role models and encourage the expected behaviour. They will refer a child to the class

teacher as necessary. They will share any concerns with the class teacher who may record the incident on CPOMS.

### **The Role of The SENDCo**

The SENDCo liaises with external agencies, as necessary, to support and guide the progress of each child. The SENDCo may, for example, discuss the needs of a child with the behaviour support service staff. An intervention programme may be arranged and an Individual Behaviour Plan may be put in place for individual children which would be shared with parents.

### **The Role of the Head Teacher**

It is the responsibility of the Head Teacher to implement the school behaviour policy consistently throughout school, and to report to governors, when requested, on the effectiveness of the policy. Serious incidents, including bullying and racial harassment, are recorded in the termly Head Teacher's Report. It is also the responsibility of the Head Teacher to ensure the health, safety and welfare of all children in the school.

The Head Teacher supports the staff by implementing the policy and by setting the standards of behaviour.

The Head Teacher keeps a record of all reported serious incidents of misbehaviour and monitors pupils closely if necessary. The Head Teacher will interview all pupils involved in a serious incident and parents will be notified.

The Head Teacher has the responsibility for giving fixed term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour the Head Teacher may permanently suspend a child. Both these actions are only taken after the Chair of Governors has been notified.

The Head Teacher will monitor all incidents recorded on CPOMS.

### **The Role of the Parents**

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.

We expect parents to support their child's learning, and to co-operate with school, as set out by the Home School Agreement. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

If the school has to use sanctions, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head Teacher. If these discussions cannot resolve the problem, the formal complaints procedure can be implemented.

### **The Role of Governors**

The Governing Body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Head Teacher in carrying out these guidelines.

The Head Teacher has the day to day authority to implement the school behaviour policy, but governors may give advice to the Head Teacher about particular disciplinary issues. The Head Teacher must take this into account when making decisions about matters of behaviour.

### **Suspensions**

If the Head Teacher suspends a pupil the parents are informed immediately giving reasons for the suspension. At the same time, the Head Teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Governing Body via a standard letter.

The Head Teacher informs the LA and Chair of Governors about any fixed term or permanent suspensions. The adopted LA Suspension Policy and procedures will be followed.

The decision to apply a fixed term suspension is carefully considered. A fixed term suspension will only be issued if the behaviour is a serious breach of school rules and appropriate strategies have already been implemented. A suspension will be issued when the safety of pupils or staff cannot be guaranteed. A permanent suspension may be issued immediately if the behaviour is totally unacceptable and uncontrollable.

The Governing Body itself cannot suspend a pupil or extend the suspension period made by the Head Teacher.

The Governing Body has a discipline committee which is made up of between three and five members. This committee considers any suspension appeals on behalf of the governors.

When an appeals panel meets to consider a suspension, they consider the circumstances in which the pupil was suspended, consider any representation by parents and the LA, and consider whether the pupil should be reinstated.

If the governor's appeals panel decides that a pupil should be reinstated, the Head Teacher must comply with this ruling.

The Head Teacher keeps a record of any pupil who is suspended for a fixed term or who is permanently suspended. It is reported in the termly Head Teacher's Report.

It is the responsibility of the Governing Body to monitor the rate of suspensions, and to ensure that the school policy is administered fairly and consistently.

This policy was agreed by staff on 16<sup>th</sup> November 2022

It will be reviewed in November 2025