

# St Aidan's CE Primary School



## School Discipline and Pupil Behaviour Policy

## **Philosophy**

At St Aidan's we encourage good behaviour and self-discipline in order to achieve a high quality of education for all children. We believe that all staff and parents working together can achieve this. Our aim is to encourage good behaviour through rewards and praise. Sanctions are in place to discourage poor behaviour. As we are a Church of England Primary School we also aim for the children to understand the Christian imperative for social justice and so key staff are trained in restorative justice techniques. ( Please see SMSC Policy + Restorative Justice Guidelines)

## **Aim**

For all children to develop self-discipline demonstrating a high standard of behaviour, which shows respect for others and their surroundings, through a system of rewards and sanctions

## **Objectives**

For all pupils to:

1. develop self-discipline by understanding the need for appropriate behaviour.
2. accept and conform to the school and class rules.
3. achieve a high standard of behaviour at all times both in and out of school.
4. promote an environment where there is respect for each other, all adults and their surroundings.

Through working with staff, pupils, governors and parents we have devised a set of school rules for our whole school community. These are as follows:

## **School Rules**

### ***Behaviour Code***

Move sensibly and quietly around the school.  
Always be polite and considerate.  
Treat everyone and everything with respect.  
Follow instructions from all adults first time and without question.

### ***Safety Code***

Never leave school without permission  
Always ask permission before you leave the classroom.  
Always tuck your chair in and sit on it correctly.  
Be very sensible when entering cloakroom areas.

### ***Playground Code***

Obey and respect all adults.  
Show consideration to all children.  
Play safely at all times.  
Take care of playground equipment.  
Stand still and quiet when the whistle is blown.  
Always walk quietly into school.

These codes are on display in every classroom and in communal areas around school. Our Playground code is on display in prominent positions on both playgrounds.

## ***Class Rules***

The class teacher, in discussion with the class at beginning of a new school year, develops rules that are personal to the class. These should be stated positively and be displayed in the classroom. There should be a maximum of 6 class rules. These rules should be regularly referred to when staff are both praising and sanctioning children.

## ***Gospel Value Certificates***

Staff, Governors and Children have selected some Gospel Values that we try to ensure are embedded into the life of our school and promoted. Inevitably, if we adhere to these Gospel Values we will be better citizens. The children can be nominated for a Gospel Value Certificate by a member of staff, member of Church or a fellow pupil. Certificates are presented at our weekly Celebration Assembly and parents/carers are invited in to this celebration. A photograph of the child and their certificate is then displayed on our Gospel Values Display Board. The Gospel Values that we promote and focus on are , Service, Tolerance, Acceptance, Inclusion, Dignity, All Loving, Nurture and Self Respect.

## **REWARDS**

At St Aidan's rewards will be achieved on 4 levels: individual, team, class and school. Each week there will be a whole school celebration assembly where prizes will be presented for both good work and positive behaviour.

### **Individual Rewards**

- 1. Praise** - Individuals will be praised for positive behaviour.
- 2. Achievement Awards** – certificates are presented on a Friday afternoon for any positive contribution.
- 3. Raffle tickets** – staff will send pupils to the Head teacher to receive a raffle ticket for both good work and good behaviour. At the end of each week in the Celebration assembly raffle tickets will be drawn and the winners will receive a prize.
- 4. Excellence Cards** - Each member of staff will carry Excellence Cards (See Appendix) to give to children who display general examples of good behaviour e.g. opening doors, politeness, picking up dropped items etc. The children will then fill in the card and place them in a box in their classroom. In Friday's assembly one of them will be picked out for a small prize of a pen, pencil, small book voucher etc.
- 5. Outside school achievements** – children will have their photograph taken with their award that will be laminated and displayed on the Head teacher's door. Pupils are also encouraged to show their awards in a whole school assembly.
- 6. Golden Ticket** – All pupils who have a week with no warnings will have their name entered into the golden ticket draw. Each term the golden ticket draw will take place and one pupil from each department (Infants and Juniors) will win a significant prize (e.g. Wii-fit, MP3 player, Vigour board)
- 7. Superstars/Star of the Week**-Classes may choose to have a Star of the Week (Y2, Y4) or Superstar (YR, Y1). In YR and Y1 Superstars are presented with a Superstar Bear that they 'look after' for a week. In Y2 Superstars get a Superstar back pack. In Y4 the Star of the Week is presented with a certificate and is allowed to choose a reward. Superstars are

presented with their awards in the celebration assembly.

**8. Breakfast and after School Club Awards-** Staff working in Breakfast and After School Club will select pupils of the week who will receive awards during the celebration assembly.

### **Team Rewards**

Each class is to be split into 4 teams **St. George** (RED), **St Patrick** (GREEN), **St. David** (YELLOW), **St. Andrew** (BLUE)

KS2, Y2

Team points will be collected over the week. They will be issued as points for good work and will be collected on a 100 square. (See Appendix) The winners at the end of the week will each receive a Team Of The Week certificate that will be presented in the weekly celebration assembly.

In the Celebration assembly all pupils will sit with their team.

### **Rec, Y1**

In Reception and Y1 pupils will still be in teams but children will collect Gophers individually, instead of Team Points, that will add up to the School Team of The Week. The child with the most gophers individually (Counted on a Friday) will become the class **Superstar**.

The class team points will be collated on a Friday morning to enable SCHOOL TEAM OF THE WEEK to be worked out. This will be presented in the form of a small trophy with the ribbons tied to it in the colours of the winning team. This will be displayed in the main corridor of the school for the week.

### **Class Rewards**

#### **The Counters System**

A system will be used to collect virtual counters issued by members of staff including the class teacher for examples of good behaviour i.e. lining up well, sitting correctly in assembly, excellent lessons with other teachers etc. The virtual counters will be recorded on a class counters grid in each classroom. (See Appendix) These counters can then be used for class rewards.

20 extra 5 minutes of play  
50 full extra playtime  
75 an extra games session  
100 a class non-uniform day

Once the children have achieved this target they will go back to the beginning.

**Attendance Trophy** – is awarded to the class with the highest percentage attendance for the week. The winning class will also have Eeyore (a cuddly toy) for the week and get 50 class counters. The class in second place will get Tigger and 20 class counters.

### **School Rewards**

**Attendance Award** -When there are no absences in the whole school all pupils will have an extra playtime at sometime during the day.

**Extra Playtimes-** When the whole school has behaved well e.g. during an assembly or church service staff may award extra minutes of playtime.

### **Infant Department Positive Discipline Cues**

The Infant Department use a visual clues approach to positive discipline. (These clues can be found in the appendix) These are asset of carpet clues to remind children to sit correctly on the carpet and in assembly. All staff use these cards.

Also staff have a set of traffic light fans,with faces on, which they carry with them. These are used to pre-warn children and to make them think about what they are doing.

Green face – All is ok

Amber face – Think about what you are doing

Red face – Time out and a warning towards the whole class warning system.

### **Sanctions**

**Warnings** -Each class is to record WARNINGS on a weekly warning sheet. (See Appendix) Warnings will be issued for breaking of class/school behaviour codes with a series of sanctions as they build up. Every day children will begin at zero. The warning sheet needs to be displayed somewhere in the classroom. To follow this up, midday supervisors will issue warnings, when items from The Playground Code are broken, which they will record and give to class teachers after dinner break the sanctions will be built up as follows

1. A warning of further sanctions.
2. 5 minutes of playtime missed
3. 15 minutes of playtime missed
4. lunchtime detention on next available lunchtime + CAUSE FOR CONCERN sent home
5. lunchtime detention on next available lunchtime + CAUSE FOR CONCERN sent home + school/class rules to be copied at home for return next day.

**Note** - For pupils who are getting regular lunchtime detentions, parents are asked to attend a meeting with the class teacher and head teacher to discuss privileges to be taken away at home+ a behaviour diary will be issued to be filled in each day and sent home for parents to sign.

-persistent serious offences will result in the PRS (Pupil Referral Service-behavioural modification specialists)

-temporary exclusions may occur if serious offences continue.

### **KS1/Foundation**

1. A Warning of further sanctions
2. 5 minutes of playtime missed
3. 10 minutes and playtime missed

4. 10 minutes and playtime missed and a visit to the Headteacher to discuss rules and consequences.
5. 15 minutes of playtime missed, a visit to the Headteacher and a Cause for Concern letter to go home.

See appendix for Cause for Concern letter

**Serious Offences** - An automatic entry into the serious offence book and a cause for concern letter, together with a detention in KS2 and Y2, will be issued for

- Lack of respect for any adult in school.
- Violent behaviour towards anyone or anything.
- Threatening, intimidating and inciting behaviour, verbal or physical, towards anyone or anything
- Bullying
- Vandalism

#### **Order of hierarchy to deal with behavioural incidents**

- Class Teacher or teacher covering PPA
- Head of Department
- Mrs Fisher (Deputy)
- Mrs Ravenscroft (Headteacher)

#### Restorative Justice

Persistent serious offences may be dealt with in line with restorative justice techniques where pupils will be involved in a 'Circle of Justice'. Pupils in year 6 are trained each year in Restorative justice techniques.

#### **Rules Governing a Justice Circle**

- There are no special powers or privileges for anyone in the circle.
- There are no interruptions while a person is speaking. In a justice circle a person may only speak in turn. We should show honesty, sharing, kindness, and respect in a justice circle.
- In the circle decisions are made on the basis of consensus.
- At all times during the proceedings of a justice circle the Mediator will maintain the order and the process of the circle.

#### **Justice Circle Guidelines**

- should be held in a community facility, court or even outdoors;
- there should be a sufficient number of chairs for participants arranged in a circle;
- arrange an inner and outer circle if participation is high;
- the inner circle includes: judge, crown prosecutor, defense council, victim, accused, community supports system, family, friends, outside support system, i.e. Justice Unit, observers;
- usually a tape recorder is used to record the comments in the centre of the circle;
- seating is either pre-set or people sit where they feel comfortable;
- everyone in the circle is equal and has an equal voice;
- the judge or the mediator outline the ground rules that govern the circle;
- all religious beliefs are tolerated and welcomed;
- moving clockwise, everyone is given an opportunity to speak.

Participants have the option to speak or remain silent. There may be several rounds of speaking. An example of these rounds would be: The first go around, "Why did I come today?" and "Why am I here?" The second go round, participants speak to the victim and the affect on self, family and community.

The final go around participants outline expectations to the offender and/or state opinion as to what needs to be done to restore balance; and anyone has the right to ask anyone else questions.

Where a Circle of Justice is not deemed appropriate it is good practice for 'victims' to explain how someone has made them feel. In some circumstances pupils who have broken rules may be asked to consider for themselves what the consequences of their behaviour should be.

### **Midday Supervisors**

#### **Rewards**

Class counters can be issued by these staff i.e. one counter for lining up correctly. The assistants will put these in after the lunch break.

#### **Sanctions**

These people will each use a notebook to record warnings for breaking the School Codes. On the yard the first warning will be as such, the second and subsequent warnings will result the supervisor going to that class after playtime is over and giving the sheet to the class teacher.

### **Breakfast and After School Club Supervisors**

#### **Rewards**

At the end of the week they will award a Junior and Infant After School Club and Breakfast Club Member Of The Week certificate.

#### **Sanctions**

Every evening warnings will be noted in a notebook issued to the relevant staff. If children reach three warnings on an evening twice in a week, their parents will be informed that if there is no significant improvement in their child's behaviour they will not be allowed in the club for the remainder of the half term. If that child reaches the same levels of warning for a second time, the parents will again be informed and that child will not be allowed in club for the remainder of the half term.

Reviewed by Governors-June 14

Appendix See Resources Folder

Teachershare>Policy folder>Behaviour Policy and Resources

Playground code

Safety code

Behaviour code

Certificates

Excellence cards

Gophers

Class Counters grid

Warning sheets

Cause for concern letter

Playtime rules sheets

Positive discipline cards