

Eccleston C.E. Primary School
Let Our Light Shine

Behaviour and Discipline Policy

Pupil Welfare, Community and Safeguarding Committee

Reviewed: Autumn 2018

Approved by Pupil Welfare, Community and Safeguarding Committee:
Autumn 2018

Approved by Full Governing Board: Autumn 2018

Signed by Chair of Governors:

Review Date: Autumn 2021

ECCLESTON C.E. PRIMARY SCHOOL

Behaviour and Discipline Policy

The behaviour and discipline policy reflects the Christian family ethos of the school.

Eccleston Church of England Primary School recognises that good behaviour and discipline are the result of a partnership between all staff, the governing body, parents and children. The aim of this partnership is to offer the children the opportunity to develop self-discipline and to have a high regard for themselves and others. All staff are responsible for encouraging good behaviour. As role models it is essential that staff set high standards of personal behaviour.

• ***Self-Respect***

Children at Eccleston Church of England Primary School should:

- know that they are valued.
- be treated as individuals.

• ***Self-Discipline***

Children at Eccleston Church of England Primary School should:

- be encouraged to take increasing responsibility for their own actions.
- be clear about staff expectations.
- be aware of how members of staff can help them.

• ***Concern for Others***

Children at Eccleston Church of England Primary School should:

- be encouraged to respect others.
- value each other's contribution.
- be encouraged to listen to the views of others.
- be encouraged to develop positive feelings towards others.
- receive and give support.

• ***Honesty and Fairness***

Children at Eccleston Church of England Primary School should:

- be encouraged to value the truth.
- develop a respect for the opinion and ideas of others.
- be involved in the development of rules for good behaviour and discipline within the class.

• ***Politeness***

Children at Eccleston Church of England Primary School should:

- be spoken to in a polite manner and learn to speak to others in a positive and polite manner.

1. Aims and objectives

1.1 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 values are built on mutual trust and respect for all. Eccleston C.E. Primary School's 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 in which everyone feels happy, safe and secure.

1.2 Eccleston C.E. Primary School has 'Golden' rules (*see Appendix*) but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

1.3 The school expects every member of the school community to behave in a considerate way towards others.

1.4 We treat all children fairly and apply this behaviour policy in a consistent way. If children show unwillingness to follow the rules that are set in place to achieve our common purpose, they will experience the procedure of specific sanctions against them (*See Appendix*).

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

1.6 Eccleston C.E. Primary School rewards good behaviour by providing regular 'Golden Time' for children who have adhered to the school's Golden Rules, as it believes that this will develop an ethos of kindness and cooperation. Golden Time will take place weekly in Classes 1 and 2 and at the teacher's discretion in Classes 3 and 4. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

2. Rewards and Sanctions

2.1 We praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children
- Stickers are awarded for good work or good behaviour
- Each week, we nominate a child from each class to be 'Star of the Week'
- Each 'Star of the Week' receives a certificate in the school Act of Worship
- We distribute stamps weekly to children, either for consistent good work, or to acknowledge outstanding effort
- We operate a traffic light system for behaviour (see attached). Children who remain on green (or gold) all week are awarded a passport stamp to enter an end of half term treat
- Stamps can be collected in order to gain Bronze, Silver, Gold or Platinum Awards throughout the year. Again, these are presented during our weekly Celebration Assembly
- The Headteacher's Award is awarded at the Headteacher's discretion for outstanding work or citizenship

2.2 Eccleston C.E. Primary School employs a number of sanctions to enforce the 'Golden 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 to a different place, 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.
- If a child is disruptive in class, the teacher warns him or her that if the disruption continues, they will be asked to move their name onto the traffic lights which are displayed in each classroom. A child would usually go onto the green section first and work upwards to the red section, although if a misdemeanour is considered serious enough, the child can go straight onto the amber section or even the red section straightaway. (See appendix.) If a child misbehaves repeatedly, we may choose to isolate the child from the rest of the class until he/she calms down and is able to work sensibly again with others. If a child is asked to leave the class, they will go into a neighbouring class with an egg timer which measures an appropriate time for their age. They will have time deducted from their 'Golden Time'. The amount of time deducted will depend on the seriousness of the disruption, but each misdemeanour is usually acknowledged by missing five minutes of 'Golden Time'. Should a child continue to misbehave, further time in larger sections may be taken away at the discretion of the class teacher.
- Every day, each child will start the day 'fresh' outside the traffic light zones, regardless of where they ended the day before. Forgiveness is a Christian value that we promote in school.

- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher will stop the activity and prevent the child from taking part for the rest of that session.

2.3 The class teacher discusses the school's 'Golden Rules' with each class and these are displayed in prominent parts of the school for children to see. In addition to the 'Golden Rules', each class also has its own classroom rules, which are agreed by the children and displayed on the wall of the classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class as and when necessary.

2.4 Ecclestone C.E. Primary School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. We do everything in our power to ensure that all children attend school free from fear and children are encouraged to tell a member of staff or another trusted adult if they experience such intimidation.

2.5 All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfES Circular 10198, relating to section 550A of the Education Act 1998: The Use of Force to Control or Restrain Pupils. Teachers in Ecclestone C.E. Primary School do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.

3. The role of the class teacher

3.1 It is the responsibility of the class teacher to ensure that the 'Golden Rules' are enforced in their class, and that their class behaves in a responsible manner during lesson time.

3.2 The class teachers in Ecclestone C.E. Primary School have high expectations of the children regarding behaviour, and they strive to ensure that all children work to the best of their ability.

3.3 The class teacher treats each child fairly and enforces the classroom and 'Golden Rules' consistently. The teachers treat all children in their classes with respect and understanding.

3.4 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 the Headteacher.

3.5 The class teacher liaises with the school's SEND coordinator - and following that, with external agencies, as necessary - to support and guide the progress of the child/children in question. The class teacher and SEND coordinator may then need to discuss the needs of a child with the LA's behaviour support service.

3.6 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.

4. The role of the Headteacher

4.1 It is the responsibility of the Headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the headteacher to ensure the health, safety and welfare of all children in the school.

4.2 The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

4.3 The Headteacher keeps records of all reported serious incidents of misbehaviour.

4.4 The Headteacher 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 headteacher may permanently exclude a child. These actions are taken only after the school governors have been notified. In the event of exclusion, arrangements would be made for the child's education through liaison with the Local Authority.

5. The role of parents

5.1 Eccleston C.E. Primary School collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school.

5.2 We expect parents to support their child's learning, and to cooperate with the school, as set out in 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.

5.3 If the school must use reasonable sanctions to punish a child, we expect parents to support the actions of the school. If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Headteacher in the second instance and if they are not satisfied then the school governors should be contacted. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

6. The role of Governors

6.1 The Governing Board has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The Governors support the Headteacher in adhering to these guidelines.

6.2 The Headteacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the headteacher about particular disciplinary issues. The headteacher must take this into account when making decisions about matters of behaviour.

7. Fixed-term and permanent exclusions

7.1 Only the Headteacher has the power to exclude a child from school. The Headteacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the headteacher may exclude a child permanently. It is also possible for the headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

7.2 If the Headteacher excludes a child, he/she informs the parents immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.

7.3 The Headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

7.4 The Governing Board itself cannot either exclude a child or extend the exclusion period made by the Headteacher.

7.5 The Governing Board has an Appeals Panel which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the Governors.

7.6 When an Appeals Panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents and the LA, and consider whether the child should be reinstated.

7.7 If the Governors' Appeals Panel decides that a child should be reinstated, the Headteacher must comply with this ruling.

8. Monitoring and Review

8.1 The Headteacher monitors the effectiveness of this policy on a regular basis. He/she also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

8.2 The school keeps a variety of records concerning incidents of misbehaviour. The class teacher records minor classroom incidents. The headteacher records those incidents in which a child is sent to him/her on account of bad behaviour. We also keep a record of any incidents that occur at break or lunchtimes: lunchtime supervisors give written details of any incident in an incident book.

8.3 The Headteacher keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.

8.4 It is the responsibility of the governing Board to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently. The Governing Board will pay particular attention to matters of racial equality; it will seek to ensure that the school abides by the non-statutory guidance *The Duty to Promote Race Equality: A Guide For Schools*, and that no child is treated unfairly because of race or ethnic background.

Appendix to Behaviour and Discipline Policy

Outdoor Play - Playground Rules

1. A.M. and lunchtimes: KS2 only allowed on large equipment. KS 1 only allowed on small equipment. All children allowed on circuit.
2. P.M.: Class 2 only allowed on large equipment.
3. Children must ask member of staff on duty if they need to go into school for any reason during breaktime. Children in school during lunch or breaktimes will be challenged.
4. Use of garden only when two or more staff on duty. To be used as a quiet area - not for games such as hide and seek.
5. Football - can only be played on the bottom playground and at the discretion of the teacher on duty. Football should not be played before school starts in the morning.
6. No children are to be allowed in the hedge or behind the trees in the corner of the playground at any time.
7. For serious injuries only, first aid trained staff to administer first aid. The member of staff outside will have a first aid bag with them. No children to administer first aid if a blood injury has occurred but can assist children who have fallen over to wipe or clean off dirt. Children must not administer medi-wipes or plasters.
8. No army or fighting games allowed - including using sticks and playground equipment inappropriately.

Lunch Time Rules

All children to:

1. Use a knife and fork when eating a school lunch.
2. Sit appropriately at the table and stay in place.
3. Demonstrate good manners whilst eating.
4. Refrain from shouting across tables.
5. Pick up food or other items when dropped.
6. Fill up tables from the rear of the hall.

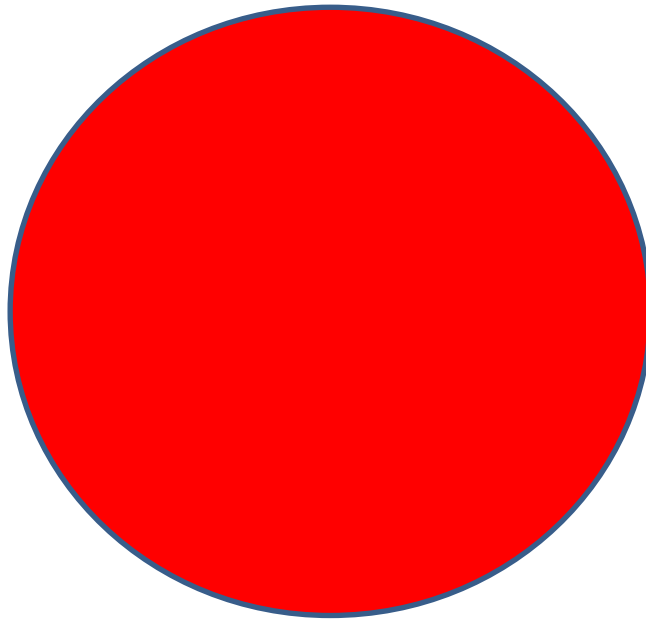
Moving from Playground to School

1. All children to walk from playground to their lines quietly and sensibly.
2. At end of break the teacher on duty will ring the bell to signal line up time.
3. Children will be asked to enter school in a quiet and orderly fashion.

ECCLESTON C.E. PRIMARY SCHOOL "GOLDEN RULES"

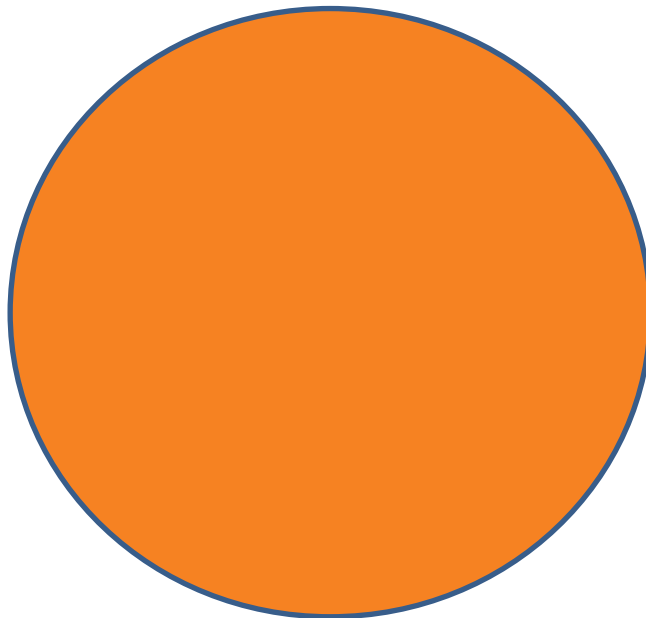
- Respect everyone and everything
- Keep hands and feet to yourself
- Let others work without interruption
- Move around school sensibly
- Listen carefully so that you can follow instructions first time

- Deliberately hurting another person
- Refusing to follow instructions



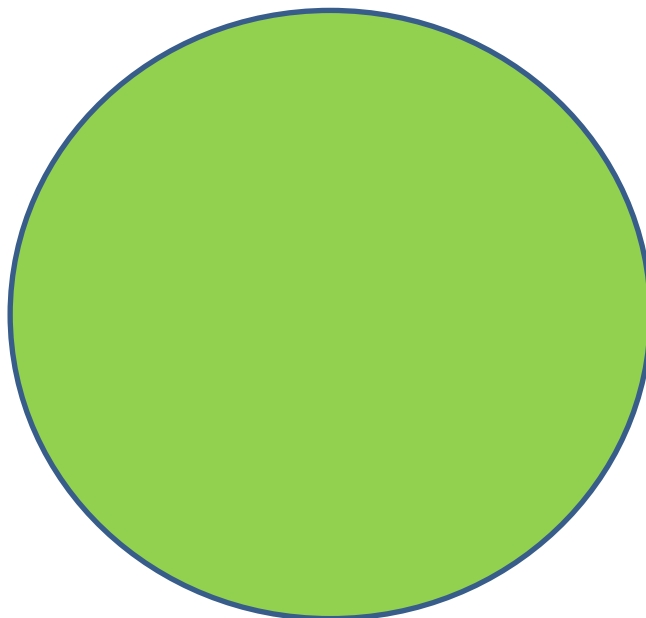
- Parents informed
- Sent to Headteacher
- Ten minutes taken off next playtime to write a letter of apology

- Being disrespectful to any adult in school
- Deliberately upsetting another person
- Not behaving properly around school, e.g. in the toilets



- Sent to another class for a set amount of time
- Ten minutes taken off the next playtime to write a letter of apology

- Talking, not getting on, silly behaviour



- Five minutes taken off the next playtime