



# St Joseph's Catholic Primary School

## Behaviour and Discipline Policy

### **Mission Statement**

Let it be known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in all its classes, the model for its children, the inspiration for its staff.

### **Love and Learn in the Footsteps of Christ!**

### **Policy Review**

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body on 22<sup>nd</sup> October 2019

It is due for review in October 2021

Signature ..... *Linda Payne* ..... Date 22<sup>nd</sup> October 2020

Head Teacher

Signature ..... *Adrian Ramsden* ..... Date ...22<sup>nd</sup> October 2020

Chair of Governors

### **1 Aims and expectations**

- 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. 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.



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It aims to promote an environment where everyone feels happy, safe and secure.

- 1.2 The school has a number of school rules but the primary aim of the Behaviour Policy is not a system to enforce rules. 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.
- 1.5 This policy aims to help children to grow in a safe and secure environment and to become positive, responsible and increasingly independent members of the school community.
- 1.6 The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter poor behaviour.

## Every Child Matters Outcomes

Be Healthy; Stay Safe; Enjoy and Achieve; Make a Positive Contribution.

## 2 Rewards and punishments

- 2.1 We praise and reward children for good behaviour in a variety of ways:
  - teachers congratulate children;
  - via a house point system. There are four houses; Matthew, Mark, Luke and John. All staff can give out house points. The class with the most house points each week is awarded. At the end of the term, the House Cup is given to the house which has the most points;
  - 'well done' certificates are given out weekly during celebration assembly.
  - 'Learner of the week';
  - stickers are awarded to children either for consistent good work or behaviour or to acknowledge outstanding effort or acts of kindness in school;
  - awards are given to those children who have met the 'Thought of the week' in celebration assembly;
  - traffic light behavioural system in place for those pupils with challenging behaviour;
  - whole class reward system. Weekly 'Ready to Learn' Awards;
  - Olympic Values Band Reward System.
- 2.2 The school acknowledges all the efforts and achievements of children, both in and out of school. The Record of Achievement File contains information



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regarding pupil achievement. Out of school, for example, music or swimming certificates etc are discussed and shared during celebration assembly.

**2.3** 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.

- Children need to be guided to ensure they make the right choice. If a child makes the wrong choice they will receive a sanction depending on the severity of the incident. Poor behaviour will be addressed through a 'code' system.
- We expect children to listen carefully to instructions in lessons. A warning is given by the teacher before a child goes onto the level system. If the child does not correct his/her behaviour a Code 1 is given.
- Code 2 is given if the child continues to misbehave. The teacher will ask the child either to move to a place nearer the teacher or to sit on their own at the time out table. The child will miss morning playtime.
- Code 3 means the child is sent to their foster class for the whole lesson. Here the child has to complete a time-out sheet which explains what the child did wrong and what the child should have done. A letter is sent home by the teacher explaining why their child received a Code 3. The child will miss playtime and lunchtime.
- Code 4 can only be given out by the Senior Leadership Team. A letter is sent home. Parents/carers of the child are requested to discuss Code 4 issues with the Senior Leader. The child will miss two morning playtimes and lunch playtimes in Key Stage 1 and three morning playtimes and lunch playtimes in Key Stage 2. The child will take part in our 'being kind and helpful' scheme.
- Three Code 4 letters in one half term equal one day internal exclusion.
- Code 5 letters are given for very serious incidents and may result in a fixed or permanent exclusion, depending on the seriousness of the incident (Ref 7.1). When the child returns to school, he/she will miss three playtimes and three lunchtimes.
- If a child receives ten Code 1s in one half term a Code 3 letter will be sent home.
- If a child receives five Code 2s in one half term a Code 3 letter will be sent home.
- If a child receives five Code 3 letters in one half term a Code 4 letter will be sent home.
- 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 reprimands him or her. If a child misbehaves repeatedly, we isolate the child from the rest of the class until s/he calms down and is in a position to work sensibly again with others.
- 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.



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- If a child threatens, hurts or bullies another pupil, the class teacher will record the incident and the child is punished. If a child repeatedly acts in a way that disrupts or upsets others, the school will contact the child's parents/carers and seek an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- Certain behaviour immediately warrants a higher code without going through the hierarchy of the code system.

**2.4** 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 the school knows the standard of behaviour that we expect in our school. If there are incidents of poor behaviour, the class teacher discusses these with the whole class.

**2.5** The 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. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

**2.6** All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Teachers in our 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 school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time.

**3.2.1** 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. Children will be asked to complete work again if it is not to the best of their ability.

**3.2.2** The teacher keeps records of all reported incidents of misbehaviour in the incident folders. This records all levels given to the children.

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

**3.4** 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



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him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Deputy Headteacher.

- 3.5 The class teacher liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with the Education Social Worker or LEA Behaviour Support service.
- 3.6 The class teacher reports to parents/carers about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent/carer 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 the 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 exclusions to individual children for serious breaches or persistent breaches of this policy. For repeated or very serious acts of anti-social/inappropriate behaviour, the Headteacher may permanently exclude a child. School Governors are notified of all exclusions. This is a measure of last resort where the school has taken all reasonable steps to avoid excluding the child, and allowing the child to remain in school would be seriously detrimental to the education or welfare of the pupils or that of others at the school.

## 5 The role of parents/carers

- 5.1 The school works collaboratively with parents/carers to ensure children receive consistent messages about how to behave at home and at school.
- 5.2 We explain the school rules in the school Prospectus and we expect parents/carers to read these and support them.
- 5.3 We expect parents/carers to support their child's learning and to co-operate with the school, as set out in the Home-School Agreement. We try to build a



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supportive dialogue between the home and the school, and we inform parents/carers immediately if we have concerns about their child's welfare or behaviour.

- 5.4** If the school has to use reasonable sanctions to punish a child, parents/carers should support the actions of the school. If parents/carers 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 school governors. If these discussions cannot resolve the problem, a formal appeal process can be implemented.

## **6 The role of governors**

- 6.1** 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 Headteacher in carrying out these guidelines.
- 6.2** The Headteacher has the day-to-day authority to implement the school Behaviour and Discipline policy 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 (or the acting headteacher) has the power to exclude a pupil from school. The headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The headteacher may also exclude a pupil 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 pupil, s/he informs the parents/carers immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents/carers that they can, if they wish, appeal against the decision to the Governing Body. The school informs the parents/carers how to make any such appeal.
- 7.3** The Headteacher informs the LEA 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 Body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher.
- 7.5** The Governing Body has a Discipline Committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.



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- 7.6** When an Appeals Panel meets to consider an exclusion, members consider the circumstances in which the pupil was excluded, consider any representation by parents and the LEA, and consider whether the pupil should be reinstated.
- 7.7** If the governors' Appeals Panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.



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## 8 Monitoring

- 8.1 The Headteacher monitors the effectiveness of this policy on a regular basis. S/he 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 of incidents of misbehaviour. The class teacher records minor classroom incidents. The Headteacher records those incidents where a child is sent to him/her on account of bad behaviour. The school also keeps a record of any incidents that occur at break or lunchtimes.
- 8.3 The Headteacher keeps a record of any pupil who is excluded for a fixed-term or who is permanently excluded.
- 8.4 It is the responsibility of the Governing Body to monitor the rate of exclusions and to ensure that the school policy is administered fairly and consistently.

## 9 Review

- 9.1.1 The Governing Body reviews this policy every two years. They governors may, however, review the policy earlier than this, if the Government introduces new regulations or if the Governing Body receives recommendations on how the policy might be improved.



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## Disability Equality Scheme

This policy supports the school's Disability Equality Scheme and it is available in a range of different formats, for disabled parents and the wider public.

**Signed:** *Linda Payne*  
*Adrian Ramsden*

**Date:** 22nd October 20