



## Newton Solney Church of England (Aided) Infant School

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### Policy on Behaviour and Discipline

#### Statement of School Policy

This school expects the highest standards of behaviour from pupils, parents, staff, governors and all involved in its work and life.

#### Aims and objectives

In our school we strive to:

- encourage a positive attitude of thoughtfulness and consideration towards others
- encourage self-respect and respect for other people and their property
- encourage pride in the school
- encourage a partnership between home and school

#### Positive behaviour is rewarded through:

- affirmation of children's work and behaviour recognising effort and achievement either through verbal or written comments
- recognising individual achievements, both in and out of school, in weekly assemblies and including "Helping Hands", good behaviour and good work awards
- awarding stars and stickers for effort and achievement in all areas in each classroom
- presenting half termly certificates, including do be kites, to publicly recognise improving and/or good behaviour/work
- awarding the Jason Hassall Cup and Endeavour Award for particular effort and/or achievement (Appendices A and B)
- recognising positive improvement in behaviour by offering additional responsibility or privilege
- informing parents/carers of good or improved behaviour usually face to face or through a written message in the child's wallet
- responsibilities in all classes e.g. snack time, line leader and for Year 2 e.g. register, Worship

Positive behaviour outside of school is also rewarded. Parents are welcome to come and collect a 'Flying High Award' on which they write their child's achievement and this then gets displayed in their classroom for their peers to see.

## Behaviour moving around school building

At all times encouragement is given to use footpaths and to walk around school quietly. This is encouraged through consistency in staff expectations. Y2 pupils are particularly expected to set an example.

## Behaviour in school

Expectations include:

- walking at all times around the school
- knocking on the door before entering another room with a message, for example
- waiting to speak to people and not interrupting, going up to people to speak and not shouting across a room
- taking pride and responsibility in own classrooms by, for example, putting away equipment
- caring for books and wallets and asking parents to replace books if lost/damaged (Appendix C)
- looking after library and cloakroom areas
- supervision before lunch at "handwashing time" by senior midday supervisor
- taking pride and responsibility in personal appearance
- following our 'Do Be Values' which are displayed all around the school.
- Being a good friend to all

## At playtimes and before school

- pupils and parents know that children are expected to keep to areas where they can be seen by supervisors
- children may come into school from 8.50am when classrooms are supervised and settle with a book or appropriate activity. All pupils should be in school by 9am.
- lunch break runs from 12 noon to 1pm. Senior midday supervisor arrives at 11.50am to supervise hand washing in cloakroom area.
- at the first bell at playtime children tidy away equipment
- at the second bell children stand quietly and come into school in an orderly and safe manner
- everyone leaves the school building in a calm and orderly way with care shown towards other people and their property

## Unacceptable behaviour during playtimes is dealt with as follows:

- for minor offences children stand against playground wall for a specified, realistic length of time for "time out", usually 2 minutes or walk with a member of staff around the playground.
- major incidents of aggressive or unacceptable behaviour are to be recorded in the school behaviour book and referred to the Headteacher/senior teacher/class teacher. The parents of the child involved are to be informed of the occurrence at the end of the school day or as soon as possible either face to face or by telephone.
- If three major incidents occur parents will be involved and a personal behaviour plan will be designed. If this is not adhered to the child may be excluded.

## Unacceptable behaviour in school is dealt with by:

- appropriate action being taken by the class teacher if a child is behaving in an unacceptable way e.g. removing the child from a particular situation
- informing parents at end of school day face to face or by telephone of persistent difficulties in class. Contact to be made by letter if major incidents involving misbehaviour occur and parents will be invited into school to discuss the situation if third incident occurs within half term, again in the presence of a third party (Appendix D).

### Attendance and Punctuality

- Regular and punctual attendance is essential and parents/carers are asked to ensure that their children are in school in good time for a 9am start. Parents are asked to notify the school if a child is absent or late through illness or through attending hospital/dental appointments etc. An attempt will be made from school to contact parents/carers on the first day of a child's absence if no explanation has been previously given.
- It is helpful if appointments can be made out of school time.
- Holidays within school term time will not be authorised unless the parents can prove there is an exceptional circumstance. There is a form for parents to fill in requesting an authorised holiday in the office. (Appendix E).
- The importance of punctuality at the end of the school day is emphasised to parents. New pupils, in particular, may become upset if no one is there to meet them at the end of afternoon school.
- A letter will be sent if an explanation for a child's absence is not forthcoming. (Appendix F).
- A letter will be sent to parents if a child arrives late, after the close of registration, more than five times over a half term period. (Appendix G).
- The local Educational Welfare Officer will be involved with the family.

### New Parents Meeting

Discussions about what sort of behaviour is acceptable in school takes place at the meeting for new parents in the Summer Term. Issues about attendance and punctuality are raised.

### Behaviour on visits out of school, both local and further afield.

Children will be briefed regarding expected levels of conduct and behaviour on all visits outside school.

Expectations include:-

- Sensible behaviour at all times
- Children must stay with their group and assigned adult
- Children must not wander off on their own
- Children must follow the rules for the visit
- Children must listen to the adults in charge
- Groups must walk together

- Seatbelts must be worn on coaches
- Children must not talk strangers ( other than adults involved in the visit) and if approached by a stranger the child must report straight away to their adult in charge

Child Protection.

Please see separate Child Protection Policy. If a member of staff is concerned about a child he/she must fill in a “Cause for concern” sheet and discuss it with the Child Protection officer or deputy.

This policy was reviewed by staff in May 2018 and agreed by the governors Teaching and Learning Committee in .