



**Saint Edmund's Catholic Primary School**  
*'Together we learn and grow through worship and celebration'*

## **Behaviour and Discipline Policy**

Committee responsible for policy	Community
Statutory/Non-statutory	STATUTORY
Frequency of Review	Free to determine – every 3 years or earlier if required
Date of last review Approved by Staff/ SLT/ <b>Committee</b> /FGB	June 2018
Date of next review	<b>October 2021</b>
Purpose of policy	To understand the behaviour rules, sanctions and rewards within the school
Consultation	Staff
Links to other policies	All other subject policies Anti-bullying See Behaviour -edited version for the children's journals Online Safety Policy

### **Aims and expectations**

It is a primary aim and mission 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, Christian 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. It aims to promote an environment where everyone feels happy, safe and secure.

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 our Catholic ethos by aiming to allow everyone to work together in an effective and considerate way.

### ***SCHOOL RULES as expressed within the children's School Journals***

Children are expected to:-

- Come to school willing and ready to do their best.
- Show care and respect for others through honesty and a willingness to co-operate.
- Display good manners and politeness.
- Treat the environment and the property of others with care.
- Accept adult authority, listening to and responding to instructions straight away.

### Move around the classroom and school safely

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

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

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.

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 anti-social behaviour.

### **Expectations**

Our expectations are:

- That this is our school and we look after it and the people inside it.
- That we are considerate, caring and tolerant of each other and our differences, just as Jesus taught us.
- That we treat others as we want them to treat us.
- That we look after other people's property and environment carefully.
- That we accept responsibility for our own behaviour.

#### Expectations of Adults- teaching and non-teaching

- To provide a positive role model.
- To have high expectations of themselves and the children.
- To emphasise and reward positive behaviour.
- To inform and involve parents of all aspects of this policy.

#### Expectations of Pupils

- To understand that they are a valued part of the community.
- To understand and know what is acceptable behaviour.
- To be responsible for behaving in an appropriate manner.

#### Expectations of Standard Routines for Staff

- Collect your class on time from playground etc.
- Insist upon an orderly entry to and exit from the classroom or school building
- Remind pupils about quiet, calm behaviour in communal areas eg. corridor, hall, toilets
- Check basic expectations eg. punctuality, relevant equipment and conduct in each lesson and address any issues that arise
- Refer frequently to the school rules in the children's journal and the class rules, in order to maintain a calm working atmosphere
- Good behaviour needs to be taught. Therefore teach and regularly reinforce the desired and necessary behaviour and routines for your lessons
- Model the behaviour that you would like to see from pupils
- Plan lessons thoroughly using appropriate teaching and learning styles and resources to inspire, motivate and extend pupils. Interesting lessons set at the appropriate level and with appropriate challenge have a positive effect upon behaviour. Similarly, boredom and poorly planned lessons can lead to misbehaviour.
- Make sure that work is marked regularly and feedback given to pupils to support good learning behaviours
- Act to resolve issues at an early stage to avoid escalation using a tiered approach to the delivery of positive or negative consequences so that sanctions or rewards are appropriate, consistent and fair at all times
- Be prepared to de-personalise negative behaviour, correct and re-teach it where necessary and re-build relationships with pupils

### **Rewards and punishments/sanctions**

We reinforce good behaviour in a variety of ways:

- By using descriptive praise- both private praise and public praise, individually or to groups or classes;
- By non-verbal acknowledgement and encouragement
- By giving positive feedback;
- By rewards, eg house points; head teacher awards for outstanding effort or acts of kindness in school; stickers

We acknowledge the children's efforts and achievements both in and out of school eg-Achievements Assemblies, Star of the Week, Attendance Certificates, Good Manners, Certificates, and Special Mentions in Newsletter.

We aim to ensure that:

- Rewards act as positive incentives for the pupils
- There are clear criteria for issuing a reward
- They are issued fairly to all when the set criteria are met
- Once issued rewards cannot be taken away
- They are available to groups as well as individuals
- They are used as a motivator, not as a bribe
- We try to issue more positive than negative comments or consequences in a lesson or school day.

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.

### **SANCTIONS as expressed in School Journals – shortened version**

Where behaviour is inappropriate and agreed rules have been broken, the following actions will be taken:-

- Children will receive a verbal warning.
- Children may receive
  - time out
  - a reflection sheet – appendix 1
  - a letter for poor behaviour - appendix 2
  - a letter for poor language – appendix 3
  - a detention or miss time from their play
  - detentions may also be given for incomplete homework
- A phone call may also be made for bad language, racist comments, rudeness, causing a deliberate physical hurt, persistent bad behaviour.
- Children who behave inappropriately will NOT be allowed to represent the school
- All racist and bullying comments are reported to the L.A. and Governing Body as a matter of course and kept on record.

Class Teacher action may include:

- Discussion with and counselling of pupil
- Reminder of class rules and school expectations
- Lunchtime or playtime detention of an appropriate amount of time
- Written /verbal contact with parent/carer
- Circle Time
- Removal to adjacent class for brief period to allow cooling off [after consultation with other class teacher ]
- Personal contracts/ charts
- Referral to DH / Inclusion Manager

Deputy head teacher action may include:

- Support/ counselling to pupil
- Support/counselling to class teacher
- Review risk assessment
- Interview/meeting with parents/carers with additional, follow-up meetings
- Referral to SENCo / Inclusion Manager
- Referral to/ engagement of additional multi-agency support eg CAMHS, Speech & Lang; Behaviour Therapist; EWO
- Advice on Individual Behaviour Management Plan

Head Teacher action may include:

- Extra-ordinary parental meeting
- Review pupil placement or temporarily reduce timetable
- Temporarily reduce pupil's access if a risk to health and safety of pupil or others eg taken off-site at lunchtimes; not taken on residential trips.
- Fixed term exclusion
- Governing Body Notification
- Permanent exclusion
- Governing Body Notification and Ratification
- School transfer
- Co-ordination of governors disciplinary /final warning panel

If staff or pupils are felt to be in danger or there is a serious risk to property, police may be called

**Actions listed below are inappropriate and unacceptable and should NOT be employed as negative consequences:**

- Physical reprimand or punishments
- Standing a pupil unsupervised outside a classroom or in a corridor or in isolation for long periods
- Detention after school
- Whole class punishment should be avoided unless EVERY pupil has behaved unacceptably otherwise innocent and well-behaved pupils can become de-motivated.
- Inappropriate use of curriculum as a punishment eg extra maths
- Exclusion of a pupil from a curriculum activity [missing art or PE] unless on the grounds of health and safety
- Issuing statements that you as a teacher are not able to carry out

**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. Please refer to the school Anti-Bullying Policy.

**Restraint**

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. If physical restraint is used, staff should record it on the restraint form (appendix 4). All forms should be given to the Designated Safeguarding Lead who will store them in a locked cupboard in her office. If restraint has been used, parents will be notified.

### **The role of adults at St Edmund's School**

It is the responsibility of each member of staff to ensure that the school's expectations and behaviour codes are consistently and persistently applied.

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 the Inclusion Manager, Deputy Head or Head teacher.

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 LA behaviour support service in consultation with the parent/carer.

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.

### **The role of the head teacher**

It is the responsibility of the head teacher, 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 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, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

The head teacher keeps records of reported serious incidents of misbehaviour.

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 exclude a child. Both these actions are taken in consultation with the school governors and with the LA, where appropriate.

### **The role of parents**

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

We explain the school rules in the children's school journals, and we expect parents to read these and support them.

We expect parents 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 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 reasonable 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 teachers or there after school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented. The complaints policy can be found on the school website.

### **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 and discipline 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.

### **Fixed-term and permanent exclusions**

Only the head teacher (or the acting head teacher) has the power to exclude a pupil from school. The head teacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The head teacher may also exclude a pupil permanently. It is also possible for the head teacher to convert fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the head teacher excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. 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. The school informs the parents how to make any such appeal.

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

The governing body itself cannot either exclude a pupil or extend the exclusion 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 exclusion appeals on behalf of the governors.

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

If the governors' appeals panel decides that a pupil should be reinstated, the head teacher must comply with this ruling.

### **Recording / Monitoring of behaviour incidents and of this Policy**

The head teacher 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.

The school keeps a variety of records of incidents of misbehaviour. The class teacher records classroom incidents and follow up actions in a class book. The head teacher records those incidents where a child is sent to him/her on account of inappropriate or unacceptable behaviour.

Lunchtime staff inform C/Ts of any serious or repeated behaviour that is unacceptable.

This may be dealt with by the C/T, DH or referred to the H/T.

For more serious incidents of behaviour staff and pupils may be expected to provide a more detailed statement of events. Completion of LA Accident forms may also be needed.

The head teacher keeps a record of any pupil who is excluded for a fixed-term, or who is permanently excluded.

It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

### **Review**

The governing body reviews this policy every three years. The 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.



## BEHAVIOUR/REFLECTION SHEET

Name: \_\_\_\_\_ Class: \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

### Reflection with Parent/Carer

How do you feel:

SAD	LONELY	FRUSTRATED	CONFUSED	ANGRY	WORRIED	HURT	OTHER	SORRY

Who do you think has been affected by what you have done?

\_\_\_\_\_

What could you do to put things right? *(maybe letter of apology, verbal apology?)*  
Do you understand what the other person feels?

\_\_\_\_\_

On this occasion, will your parent/carer be contacted?

YES

NO

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO THE CLASS TEACHER ON THE NEXT SCHOOL DAY**



St. Edmund's Catholic Primary School  
Nelson Road  
Whitton  
TW2 7BB  
Tel.0208 894 7898

*Head teacher: Mrs Carmel Moreland B.Ed. (Hons), M.A., NPQH*  
*Deputy Head teacher: Mrs. Brenda Green*

**Date:**

Dear \_\_\_\_\_

Your child has been misbehaving at school. We have discussed the matter and he/she has admitted to the following:

---

---

---

---

---

Please discuss this matter with your child at home. Thank you for your support.

Yours sincerely,

---

Please sign below and return to me so we know that this letter has been received:

Parent/Carer's Signature: \_\_\_\_\_





St. Edmund's Catholic Primary School  
Nelson Road  
Whitton  
TW2 7BB  
Tel.0208 894 7898

*Head teacher: Mrs Carmel Moreland B.Ed. (Hons), M.A., NPQH*  
*Deputy Head teacher: Mrs. Brenda Green B.A. (Hons), PGCE*

**Date:**

Dear \_\_\_\_\_

Your child has been misbehaving at school. We have discussed the matter and he/she has admitted to the following:

---

---

---

---

---

Please discuss this matter with your child at home. Thank you for your support.

Yours sincerely,

---

Please sign below and return to me so we know that this letter has been received:

Parent/Carer's Signature: \_\_\_\_\_

<b>St Edmund's catholic Primary School Record of Positive Handling or Restraint</b>	
Date of Incident:	Time of Incident:
Child's Name:	Year Group:
Members of Staff involved:	
Adult witnesses to restraint:	
Pupil Witnesses to restraint:	
Outline of event leading to restraint:	
Outline of incident of restraint:	
Outcome of Restraint:	
Description of any injuries sustained by the pupil and subsequent medical treatment:	
Date parent/carer informed:	
By whom:	
Outcome of pupil response (including pupil's thoughts and feelings):	
Outcome of parent/carers response:	
Signature of staff completing report:	Date:
Signature of Designated Safeguarding Lead/Headteacher:	Date:
Brief Description of any subsequent Inquiry/Complaint/Action:	